



January 2017

Dear Candidate

Post: Lunchtime Supervisor (Part-Time)

Thank you for expressing an interest in the above position at Hampton Pre-Prep & Prep School. Hampton Pre-Prep & Prep is a small and friendly school with high standards, educating pupils from 3 to 11 years old. The successful applicant will spend time at both departments and will work closely with one other Lunchtime Supervisor.

Our Pre-Prep (Kindergarten to Year 2) is situated in Wensleydale Road and occupies two residential homes linked to form one building, with Kindergarten in a separate contained unit at the rear. The style of the property helps to create a secure and homely feel for the children in this early, yet very formative stage of their schooling. The older Prep pupils (Years 3 to 6) are located on Gloucester Road in a brand new state-of-the-art building.

We are looking for an enthusiastic and committed person to care for and supervise our children during the lunchtime period in a happy and forward-thinking school.

The person we are looking for will:

- have the ability to work with and communicate effectively with children age 3 to 11 years
- be adaptable
- be enthusiastic
- be a good team player
- have the ability to organise play activities
- have a strong commitment to children and their development.

In return, we can offer:

- positive, happy and enthusiastic pupils
- support of a strong and caring staff committed to children's success
- continued and professional development opportunities to support you in your career.

Please find enclosed a message from the Headmaster, Mr Tim Smith, job description, person specification and information about the School, including salary and other benefits. Visits to the School are warmly welcomed.

The closing date for applications is **Monday 23 January, 2017 at 9.00 am** and we look forward to receiving your application in due course.

Yours faithfully,

A handwritten signature in black ink that reads 'IR Murphy'. The signature is written in a cursive style with a large 'I' and 'M'.

Imogen Murphy
Head of Pre-Prep



Headmaster: Tim Smith BA, DipTchg, MBA

January 2017

Dear Prospective Candidate

I am delighted that you are interested in applying for the post of Lunchtime Supervisor here at Hampton Pre-Prep and Prep School.

I can recommend this School to you wholeheartedly, the atmosphere is warm and inviting and the adults working here are simply brilliant.

I know how much time and effort it takes to put together applications for posts such as these, but please rest assured, should you be keen to apply to work here and join our fantastic team, we will give your application the close attention that it deserves. We hope to hear from you soon.

With all good wishes,

A handwritten signature in black ink, appearing to read 'Tim Smith', followed by a horizontal line.

Tim Smith
Headmaster



JOB DESCRIPTION

LUNCHTIME SUPERVISOR

Hampton Pre-Prep & Prep School is an independent preparatory school for girls ages 3 to 7 years and boys 3 to 11 years. We are currently seeking a committed Lunchtime Supervisor to join our team from February half term 2017. The position is term-time only and the hours are 11.45 am - 1.55 pm.

Applicants ideally need to have previous experience of working in this environment. They need to be able to work on their own initiative, be organised and methodical in their approach, cheerful, well-presented, work co-operatively within the team and be prepared to assist with appropriate tasks as directed. Enthusiasm, flexibility, self-motivation, interpersonal skills and being able to work in a team are essential for this key role in our friendly school. A good rapport with children is also essential for this role.

The employee will have the credibility to work effectively with School staff from all disciplines.

Job Outline:

On a daily basis the School Lunchtime Supervisor is responsible to the Head of Pre-Prep and the Deputy Head Pastoral.

Principle duties are set out below, however, please note the employee may be called on to perform other tasks as directed by the Head of Pre-Prep, Deputy Head Pastoral, Deputy Head Academic, Headmaster, Deputy Bursar, or anyone acting on their behalf.

Principle duties will include the following:

- Supervising children in the dining room and assisting with the serving of food and maintaining Health and Safety standards
- Being responsible for pupils in the playground during their daily lunch break
- Organising games and activities for the pupils during this time
- Overseeing sensible use of playground equipment
- Taking an interest in each child and making sure they are all well cared for and occupied.

Training

- Where necessary, to undergo on the job training under the general direction of the Head of Pre-Prep and/or Deputy Head Pastoral to increase competence, proficiency and safety awareness.
- Attending CPD training outside the School where appropriate.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a 'flavour' of the position and responsibilities.

The School Lunchtime Supervisor, as a member of the Support staff, is ultimately accountable to the Deputy Bursar. However, on a day-to-day basis he/she will work under the supervision of the Head of Pre-Prep and Deputy Head Pastoral, and be expected to work in co-operation with all staff at Hampton Pre-Prep & Prep.

The employee may be required to become a registered first aider and, if so, will be required to attend a First Aid at Work Course and such additional and refresher courses as may be advised.

PERSON SPECIFICATION:

Personal Qualities	ESS	DES	MOA
Committed and enthusiastic	*		A/I
Calm, supportive and approachable to others	*		A/I
Positive, resilient outlook	*		A/I
Flexible and creative in approach	*		A/I
Commitment to an involvement in the wider school life	*		A/I
A willingness to be a part of a team, by establishing constructive working relationships with others	*		A/I/R
Knowledge/Experience/Qualifications			
Experience of working with children	*		A/I/R
Knowledge and appreciation of child development		*	A/I/R
Childcare qualifications Level 3 or above		*	A/I/C
Skills			
High levels of written and oral communications skills	*		A/I
Ability to communicate effectively with a range of audiences	*		A/I
Work effectively as part of a team	*		A/I/R
Able to use own initiative and motivate others	*		A/I/R
Able to relate to and empathise with pupils, developing trust and respectful relationships with them	*		A/I/R
Safeguarding			
Respect for confidentiality of information concerning individual pupils and ability to use discretion in circumstances of disclosure	*		A/I/R
A commitment to abide by and promote Equal Opportunities, Health and Safety, British Values and Child Protection Policies	*		A/I/R
Post holder will require an enhanced DBS	*		C
Post holder will complete a Self-Declaration Form	*		I
Key: MOA = Method of Assessment, ESS = Essential, DES = Desirable, A = Application, I = Interview, R = Reference. C = Certificate			

It will be a requirement of employment that the employee agrees to a Criminal Background Check including full disclosure (including spent convictions) and that such check reveals nothing that would render him/her unsuited to working in a school. All employees are also required to complete a self-declaration form to comply with the 'by association' rule.

Equal Opportunities

It is the policy of the Hampton School Trust to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview please inform the School.

SALARY AND OTHER BENEFITS – LUNCHTIME SUPERVISOR

Salary - The salary will be based on the Hampton School Scale for Support staff. Starting salary will be £11.69 per hour. This will be paid in 12 equal payments by bank transfer on the 25th of the month, or next working day thereafter.

Hours and Holidays - The salary is for a term time appointment 11:45 am to 1:15 pm (and 1.55 pm alternate weeks).

Holidays cannot be taken during term time.

Benefits - These include:

- **Contributory Pension** - the School's Support staff can contribute to a Money Purchase Pension Scheme.
- **Death-in-Service Benefit** - in addition to the Pension Scheme benefits, the School currently has a policy paying 2 years' salary in the event of the death of a member of staff to nominated dependents. The provision of this benefit is at the Governors' discretion.
- **School Fee Reduction** – if an employee has children at Hampton School or Hampton Pre-Prep & Prep School they will, at the discretion of the Governors, be eligible for a staff reduction. Currently, this reduction is for 66% of the basic tuition fees. The School also has an agreement with a neighbouring girl's school for a tuition fee reduction of 25%. (*Part-time staff receive the award adjusted for the hours/weeks worked*).
- **Personal Accident Insurance** - staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.
- **Lunch and Refreshments** - lunch and other refreshments are provided free of charge.

Notice - The appointment is probationary for the first year of employment after which it will be confirmed, or extended for a further period not exceeding 6 months. The minimum period you are required to give to terminate your employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Application Form

- a. Applications will not be accepted from candidates in the form of a CV.
- b. Candidates should be aware that all posts in the School involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- c. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- d. Where appropriate the successful applicant will be required to complete a Disclosure from the Disclosure and Barring Services at the appropriate level for the post. Employment is conditional upon satisfactory DBS check.
- e. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children’s Safeguarding Operation Unit

References

- a. We will seek references on candidates and may approach previous employers whether or not named as a referee for information at any stage following receipt of the **application form**.
- b. Employment is subject to satisfactory references from suitable referees.
- c. If you are currently working with children, on either a paid or voluntary basis, your current employer (who must be listed as one of your referees) will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children your current employer will still be asked about your suitability to work with children, although it may where appropriate answer if your duties have not brought you into contact with children or young persons.
- d. In the case of applicants who have been employed but who are not now employed, one referee must be the most recent employer (who should be listed as one of your referees)

Interview

- a. If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children. **Prior to interview an Application Form will have to be completed.**
- b. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copies of certificates, diplomas etc). Where originals or certified copies are not

available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

- c. All candidates invited to interview must also bring with them:
- a current photo driving licence and/or a passport or a full birth certificate;
 - a utility bill or financial statement (less than three months old) showing the candidate's current name and address;
 - where appropriate, any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received);
- verification of identity and qualifications;
- evidence of Right to Work in the UK
- a Barred List check;
- a satisfactory DBS Disclosure;
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance;
- satisfactory completion of the probationary period.

WARNING

Where a candidate is:

- found to be on the Barred List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

General

- a. Offers of employment will be made on merit and in accordance with our policy of equal opportunities.
- b. Employment is also subject to a satisfactory medical.

The School requests applications as soon as possible from interested applicants and reserves the right to offer the post at any stage in the appointment process and not to offer the post.