

# **Strangford College**

## **Job Application Pack**

for the post of



## **Lunchtime Supervisor**

Completed applications should be returned to:  
Principal's Secretary, Strangford College, Abbey Road, Millisle, Newtownards,  
BT22 2GB.

**Applications should be received no later than 12 noon on  
Wednesday 23<sup>rd</sup> January 2019.**



Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose built campus. We are fortunate to have enthusiastic, well behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality, creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever changing world.

This is an excellent time to join Strangford College. We are highly oversubscribed and have plans to expand.

The job is a term time position as Lunchtime Supervisor. The post involves being a member of a team for the supervision of children on the school premises throughout the Lunchtime break.

The successful applicant should be a good team worker and should have experience of working with children.

The Governors are absolutely passionate about securing the very best for Strangford College and the Community - they will expect commitment and drive, but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Very best regards

Clare Foster

Principal

# Job Description



## **JOB DESCRIPTION**

**POST:** Supervisory Assistant (Lunch Time)

**LOCATION:** Strangford College

**HOURS:** 6 hrs 40 minutes per week

**RATE OF PAY:** £8.7335 - £8.8571 per hour. NJC pts 6 - 8. A retainer fee is paid during school holidays.

**JOB PURPOSE:** To be responsible under the direction of the Principal/Senior Supervisory Assistant individually or as a member of a team as may be employed, for the supervision of children and the maintenance of discipline for the children remaining on the school premises throughout the mid-day break (ie. the interval between the close of morning school and the re-opening of school in the afternoon.)

### **1.0 DUTIES AND RESPONSIBILITIES**

- 1.1 To assist in the supervision of children in all areas of the school and ground in order that health and safety regulations are observed and school discipline is enforced.
- 1.2 To liaise with the Principal/Senior Supervisory Assistant on all matters relating to mid-day supervision.
- 1.3 To deal with minor problems, accidents/sickness and report any serious incident to the Principal/Senior Supervisory Assistant immediately.
- 1.4 To supervise children consuming meals and packed lunches, including:
  - (a) the movement of children between classrooms and dining areas where necessary, including dining areas outside the school premises.
  - (b) the supervision of queues, seating arrangements, and the circulation of pupils to and from service points.
  - (c) the supervision of the conduct of diners.
- 1.5 To be responsible for:
  - (a) collection of dinner tickets where appropriate.
  - (b) the distribution of meals within the dining area as appropriate.

- (c) ancillary associated duties (eg, cleaning up spillage's, ensuring tables are cleared and cleaned, removal of litter from all areas used for the consumption of food including packed lunches, etc).
- (d) assisting children where necessary.

1.5 Duties as delegated in connection with Cash Cafeterias.

**2.0 GENERAL CONDITIONS**

- 2.1 All duties must be carried out to comply with:
  - (a) the Health and Safety at Work (NI) order 1978;
  - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
  - (c) Codes of Practice.
- 2.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 2.3 All necessary paperwork must be completed.
- 2.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

**STRANGFORD COLLEGE****PERSONNEL SPECIFICATION****POST: Supervisory Assistant (Lunch Time)**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>		a) Have experience of working with children b) Have experience in a paid capacity of working with or supervising children in a school environment
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of the requirements of a Supervisory Assistant;</li><li>• Knowledge of Health and Safety legislation.</li></ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Organisational skills;</li><li>• Inter-personal skills;</li><li>• Communication skills.</li></ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Co-operative;</li><li>• Approachable;</li><li>• Ability to work as a member of a team;</li><li>• Ability to use initiative;</li><li>• Flexible;</li><li>• Willing to carryout instruction;</li><li>• Sensitive;</li><li>• Empathetic;</li><li>• Confidentiality;</li><li>• Enthusiasm.</li></ul>	
<b>OTHER REQUIREMENTS</b>		

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide information against each requirement, providing dates and ensuring that where requirements are time bounded you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

### **DISCLOSURE OF CRIMINAL BACKGROUND**

**If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background.** Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni)

Applications must be returned by Wednesday 23<sup>rd</sup> January 2019 at 12 noon.

The Principal's Secretary  
Strangford Integrated College  
Abbey Road  
Carrowdore  
BT22 2GB

Late, faxed or emailed applications will not be accepted.

**Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.**

Strangford College is an Equal Opportunities Employer

# Memorandum on Child Protection





This information originates in Department of Education Circular 2006/06: [www.deni.gov.uk](http://www.deni.gov.uk)

The Board of Governors of Strangford College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

**1. Candidates are reminded that:**

- All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
- It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
  - Entered on DHSSPS list of those Disqualified from Working with Children.
  - Entered on Department of Education's list of unsuitable people.
  - Subject to a disqualification from the courts.
  - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

**2. Each candidate must:**

- Declare any criminal conviction on the application form.
- Indicate that they are eligible to apply for a regulated position.
- **Provide the following if called for interview:**
  - Photographic proof of identity
  - Original birth certificate
  - Authorisation for school to initiate Vetting and Barring Procedures (used only for candidates recommended for appointment).
- **Provide the following if recommended for appointment**
- Proof of qualifications entered on application form.

**3. Candidates are advised that:**

- False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.
- In making application for a regulated position in Strangford College, candidates acknowledge the school's right to:
  - Carry out pre-employment and criminal record checks.
  - Take cognisance of such information as the school deems appropriate and make decisions accordingly
  - Require full compliance with the requirements set out in this memorandum.
  - Disqualify those candidates who fail to comply.
  - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.

# Information on Acknowledgement





## Information Regarding Acknowledgement

**To:** All Applicants

**Post:** Lunchtime Supervisors

**Date:** January 2019

**Please note:**

Because of increasing postal charges and the administrative time required to acknowledge every application received, your application will not be acknowledged.

If you have not been contacted by **Thursday 31<sup>st</sup> January 2019**, you should assume that your application is unsuccessful on this occasion.

Strangford College thanks you for your interest in this post and we trust you understand why this approach has been adopted.