



Abbey Gate College

Infant & Junior School



Lunchtime Supervisor

Required from 4 November 2020 (or as close to)

Fixed Term to 8 July 2021

Abbey Gate College

The College

Abbey Gate College is situated in superb surroundings south of the historic city of Chester. It was founded as an independent coeducational 11-18 School in 1977 under the Deeside House Educational Trust, as a charitable foundation. Our Infant and Junior School is sited at Aldford, 2½ miles from the main site at Saughton. The College now numbers circa 480 pupils, including a Sixth Form. Academic results in all subjects are excellent and 100% pass rate at A level and GCSE is the norm. The majority of our Sixth Form students go on to university or other place of further education. The College has a three form entry at Year 7 from an annual Entrance Examination held in January; places are oversubscribed and there are waiting lists operating at some age groups in the College.

The Infant and Junior School is an integral part of Abbey Gate College and is located close to the Senior School in the beautiful village of Aldford. There is a robust 'can do' where parents and staff work together to give children the very best educational opportunities, be they academic, cultural, artistic or sporting. Pupils are encouraged to be ambitious for themselves and, as such, routinely make excellent progress.

The Post

We are seeking a suitably experienced and enthusiastic person assist with the supervision of infant and junior school pupils over the lunch period both in the dining room and with outside play. The role is one hour per day, five days per week, term time only. The role is required on a fixed term until 8 July 2021.

KEY QUALITIES AND PERSON SPECIFICATION:-

- Basic First Aid Training or above
- Relevant experience of working with pupils from 4 to 11 years
- Be able to demonstrate effective verbal communication skills
- Be adaptable, positive and with a good sense of humour
- Be honest and reliable

OUTLINE OF ROLE AND KEY RESPONSIBILITIES

The person appointed will work from 12.00noon to 1.00pm Monday to Thursday and 12.20pm to 1.20pm on Fridays (Five hours per week, Term Time Only). The candidate will help to supervise the younger children in the dining room as well as supervising our outdoor play areas, alongside a member of staff.

The successful candidate will:

- Help and contribute to create and manage a caring and supportive environment.
- Help promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety.
- Look after children who are upset or have had accidents
- Help with outings and sporting events
- Administer first aid as appropriate
- Comply with school policies and procedures

Salary

Rate per hour: £8.72 per hour plus holiday pay.

Holiday pay: Annual salary will be inclusive of 5.6 weeks' holiday (pro-rata). Holidays will be deemed to be taken outside of school term time.

Hours: 5 hours per week, term time only

Fixed Term: The position is fixed term until 8 July 2021.

Child Protection

Abbey Gate College regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors. This position will require an enhanced criminal records check plus check of the children's barred list.

Equal Opportunities

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, age, sexual orientation, religion or belief. We therefore welcome applications from all segments of the community.

Applications

Candidates should complete an Abbey Gate College Application Form and submit this together with a letter explaining their interest in and suitability for the post.

The closing date for applications is **Friday 30 October 2020 at 12 noon.**

The interview process will consist of an interview with the Head of the Infant and Junior School.

References **will be taken** up prior to interview, please inform your referees.

Please send your application electronically by email to: - rebecca.upton@abbeygatecollege.co.uk

For details of the College privacy notice and for more information, please visit our website at www.abbeygatecollege.co.uk