



HALL/MEALTIME SUPERVISOR at St Margaret's Academy, Barewell Road, Torquay, TQ1 4PA

To Start: ASAP

Part-time – 8.75 hours per week – term time only

Salary: Grade C Pt3-4 (Actual annual salary £4,920 to £4,992 (pay award pending))

If you are looking for an exciting role in a school setting, interacting with children then a job as a Hall/Mealtime Supervisor gives a good insight into what is involved working in a school.

Ideally you should have some experience of working with children. However, what is more important, is the desire to work with, look after and interact with children, ensuring their safety at all times.

We are looking for someone who is pro-active, energetic and caring and who can undertake the responsibility of keeping the hall clean and tidy throughout the lunchtime period.

Duties involve:

- Supervise the children during eating
- Set out/clear away and tables and chairs
- Maintaining good levels of hygiene in the hall at all times
- Sweeping the hall to ensure it is left in a clean and presentable condition at the end of mealtime
- Building good relationships with children in the dining hall
- Encourage children to eat
- Deal with minor injuries and behaviour
- Cleaning up spillages of liquids, food and sickness
- Making sure the children are safe
- Attending training sessions as necessary
- Being punctual and reliable

The pay is £12.45 per hour (pay award pending). We required someone for 1.75 hours daily (11.45am to 1.30pm), 5 days a week. Term time only (38 weeks).

It is essential you are available to work during the term-times and holidays are taken within the school holiday periods.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Please contact [snewman@st-margarets.torbay.sch.uk](mailto:snewman@st-margarets.torbay.sch.uk) (Mrs S Newman) for an application form and job description.

Our adverts do sometimes close early – even where there is a published closing date – so if you're

keen, please apply as soon as possible.

Interview Date: To be confirmed.

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and other employment checks. You will be required to provide two references in advance of interview if you are shortlisted. We are an equal opportunities employer.

A copy of our "Child Protection and Safeguarding Policy and Procedures", a copy of our "Policy Statement on Recruiting Applicants with Criminal Records" and the Privacy Notice for Job Applicants can be found on our website under "Policies"