



- Support Staff -
James Dixon Primary School
Information



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Welcome

Dear Applicant,

The process of finding the right school for you can be a tricky one so thank you for taking the time to research our school. James Dixon Primary School is part of Swale Academies Trust, a multi academy trust which puts teaching and learning at the heart of everything they do.

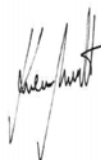
James Dixon Primary School is a vibrant, diverse, caring and happy community. We grow together by embracing the diversity of our school community and value the privilege which comes with being part of a multicultural school community.

A visitor to our school once described it as "...an oasis in the heart of Anerley." An appropriate description because of our beautiful grounds, the care that our team takes to ensure that every pupil is safe and has a memorable primary school experience. We do this through a genuinely creative curriculum enriched with face to face and digital teaching; forest school and outdoor learning; a commitment to the arts and a commitment to the highest standards and outcomes for each and every one of our pupils.

We are on a journey of continuous reflection and improvement. If you are someone who believes in teachers as learners, prioritises children's wellbeing, enjoys being outside and can find something good in every day, then we may be the school for you.

If you would like to join this vibrant community of educators then please complete an application form.

Sincerely



Kevin Minnott
Head of School



Michelle Aldred
Executive Headteacher

Job Description

Job Title: Midday Meals Supervisor
Grade: SAT A
Responsible to: Senior Midday Meals Supervisor

Purpose of the Job:

To supervise and help the pupils outside and when required during mealtimes, to ensure their wellbeing and maintain their safety.

Main duties and responsibilities (Accountabilities):

- Working with other supervisors, patrol and supervise the playground or field to ensure safety and appropriate behaviour is observed. In the event of inclement weather at lunchtime, supervision will be within the classrooms and other areas in the school building.
- To interact in a positive manner to support children and arbitrate in minor incidents of conflict. To mediate both sides of the argument and to treat each case individually and fairly.
- To report any issues regarding Health and Safety or serious misbehaviour to one of the Senior Midday Meal Supervisors.
- Operate a first aid service (training will be given) during the mealtime to deal with any accidents that occur safely and quickly.
- When required to ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.
- When required ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Check that pupils have or are provided with a drink.
- When required assist the pupils, as necessary, during the meal break e.g. open yoghurts, cartons etc. Help with spillages, cutting up food and caring for pupils' personal needs.
- When required, ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment.
- Other related duties as required.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

Person Specification

Qualifications		Essential / Desirable
Is First Aid trained or is willing to undergo training.		D
Experience		
Experience of working in school, or in other child related roles.		D
Knowledge & Skills		
Good command of the English language.		E
A willingness to learn.		E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.		E
An understanding and knowledge of various need types and how to meet those needs.		D
Personal Qualities		
Team player.		E
Initiative.		E
Communication skills.		E
Commitment to the role.		E
Is able to demonstrate flexibility.		D



Working at James Dixon Primary School

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Employee Referral Recruitment Incentive
- On-Site parking
- Access to training and development
- Enhance Maternity Pay
- Staff lunches for £1

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

Finding Us

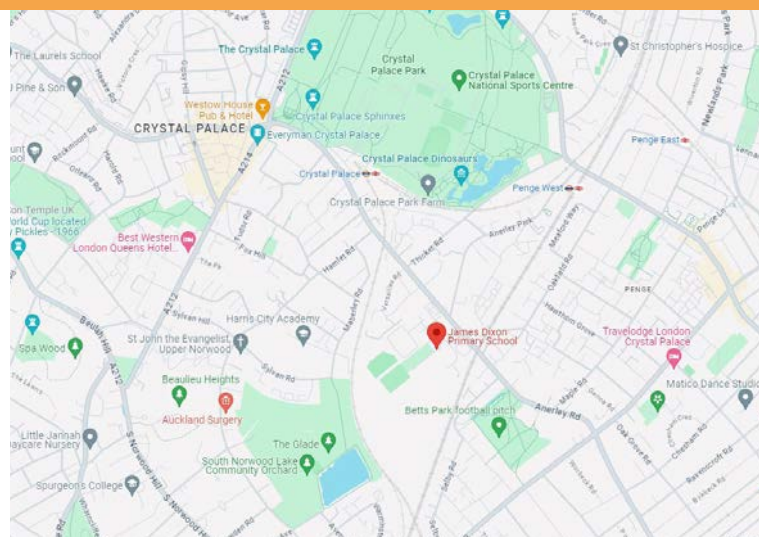
James Dixon Primary School
William Booth Road, Anerley, London, SE20 8BW

020 8778 6101
jdpoffice@swale.at

Closest Train Station:
Anerley - **Southern Overground**
Approx. 4-minute walk

Crystal Palace Station - **Southern Overground**
Approx. 13-minute walk

Closest Bus stop:
Anerley Road/Anerley Station - 157, 249, 354, 358, 432





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to thanh.ly@swale.at or by post to the following address:

Mrs Thanh Ly
James Dixon Primary School
William Booth Road
Anerley
London
SE20 8BW

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. James Dixon Primary School may complete an Online Check of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Overview

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

Swale

ACADEMIES TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

OUR VALUES

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.

