



JOB DESCRIPTION

JOB TITLE:	Lunchtime Supervisor
HOURS:	11.30am to 1.00pm, Monday to Friday Term time only (34 weeks)
REPORTS DIRECTLY TO:	Head of EYFS
FUNCTIONAL RESPONSIBILITY:	Deputy Head, Preparatory School
OTHER REGULAR RELATIONSHIPS:	Teachers and students

JOB PURPOSE: To supervise Nursery children during their lunch time break ensuring their safety at all times.

MAIN RESPONSIBILITIES

- To supervise children whilst they eat their lunch, assisting as necessary.
- To escort Nursery children back to the Nursery.
- To supervise the children's playtime in the external play areas or indoors if inclement weather.
- To report any issues or concerns with any of the children to the Head of the Nursery.
- To work to the policies and procedures of Ratcliffe College.
- To work to all Health and Safety at Work regulations being aware of one's own safety as well as the safety of others.
- To undertake any other duties that may be necessary from time to time as may be reasonably requested.
- To attend any training as may be requested.

Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. It is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds with over 900 students in total. The School employs over 300 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

The Early Years provision is housed separately from the Preparatory School and, has a Swans and Cygnet class (Pre-school, ages 3-4) and two Reception classes (age 4-5).

Hours of work:

The hours are 11.30am to 1.00pm, Monday to Friday; a total of 7 hours 30 minutes per week.

This is a term time only post and as such any holidays must be taken during School holidays.

Salary

- Rate of Pay: £9.50 per hour (£2,423 p.a), rising to £10.42 per hour (£2,657 p.a.) from April 2023
- Appointment is subject to the conditions of employment for support staff.

Other Benefits:

- Free on-site parking
- Ability to opt-in to a contributory pension Scheme and 4 x salary life assurance cover
- School Fee Remission after qualifying period
- Access to a free and confidential 24/7 health-line
- Free beverages
- 5.6 weeks leave entitlement (including bank holidays) - to be taken in the school holidays

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before a permanent appointment is made, child protection screening including checks with past employers and Disclosure and Barring Service screening, must be satisfactorily completed. An open source check will also be undertaken.