



Rumboldswyke Church of England
Primary School

Administration Assistant Lunchtime Supervisor



Closing Date for applications: Midday Wednesday 8th June 2022

Interview Date: Tuesday 14th June 2022



Thank you for your interest in the post of Admin Assistant / Lunchtime Supervisor at Rumboldswyke Church of England Primary School.

The post is required from July 2022, and we are looking for a motivated, highly organised and impactful individual who shares our vision to provide a nurturing, creative Christian community. We believe that everyone, children and staff, should be given the opportunity to 'embrace life in all its fullness,' (John 10:10).

You will be joining the school at an exciting time of change as we grow to become an all-through primary. We are excited about our next chapter and we are keen to appoint someone with the drive and enthusiasm to truly embed our vision.

You will act as first point of contact at the school, dealing with front line enquiries, providing a professional and efficient reception service. The successful candidate will need excellent personnel and organisational skills and understand the responsibility of confidentiality. Applicants must have the ability to prioritise workload and work under pressure to meet conflicting demands and deadlines. You will be involved in all aspects of school life and play a valuable and supportive part assisting the other administrative staff to ensure the smooth running of the day to day functioning of the school. We are also looking for someone with good English and IT skills.

You would also be responsible for setting up, clearing away and supervising children at lunchtimes. Staff at Rumboldswyke School will be part of the wider Bishop Luffa Learning Partnership Team. Together we are enthusiastically driving the school forward and building upon its achievements.

It is essential that you have a friendly disposition, enjoy working within a team and be dedicated to the needs of the school and most importantly, the children. Previous experience of working in a school environment is desirable and you should ideally hold a first aid at work qualification. However, training will be provided for the right candidate.

Rumboldswyke is a very special place to work where we strive to 'Love life, love learning and love God's world'. Before submitting the application you are strongly encouraged to visit the school.

Best wishes, Mrs Lisa Harris
Head of School



The Bishop Luffa Learning Partnership Vision

Our aim is to show every child what 'life in all its fullness' means.

Staff at BLLP commit to:

- ◇ Maximise aspirations and progress for all
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Rumboldswyke Church of England Primary School is a small primary school at the heart of Chichester. In October 2020, we became part of the Bishop Luffa Learning Partnership.

We currently have just over 50 pupils on role from EYFS to Year 3. In September 2022 we will expand to provide education from EYFS to Year 4. Our aim is to have a school of 119 by September 2024.



As a school we believe that children learn best when they see purpose in their learning. We explore our curriculum through 'learning experiences'. Each learning experience is rooted in a key question and three or four Christian values: these values are also linked to our daily worship programme. This is designed so children are able to explore and recognise values in different contexts, past and present, reflecting on what they mean for us today.



We strongly believe that for children to be truly engaged with their learning they must have an achievable goal. Having an authentic outcome is a key motivating factor to produce incredible work which children are excited about and intrinsically motivated to produce.

We try to engage our community as much as possible, e.g. displaying work in galleries and inviting our neighbours to an exhibition gives a real sense of purpose.

Presenting our work to BLLP students, parents, carers and governors or setting up a 'real-life' café gives a very clear message that we believe our children can do a professional job.



'Love life, love learning, love God's world'

Our vision is to provide a nurturing, creative, Christian community where everyone will achieve with confidence and enjoyment. We will nurture growth and development in all aspects of school life so that everyone will embrace 'Life in all its fullness,' (John 10:10).

Our school values:

Love - our core Christian value is central to every decision and action we take. We are all loved by God: in return we love life, love learning and love God's world. Three main Christian values underpin this: compassion, respect, hope.

Compassion – caring about someone else's feelings and trying our best to understand how others might be feeling, and offering to help that person

Respect – for others and our environment. We are all different and think differently but we are all special, and we celebrate our differences. We treat others as we would like to be treated.

Hope - we have high hopes and aspirations for our future, our school and community. We understand that faith gives us hope, and this hope brings confidence. We know that there is always a future whatever situation we are in, because God promised to never leave us, to always love us, and to help us in times of need.

The Staff and Governors of Rumboldswyke Church of England Primary School believe that children learn best when everyone who contributes to their education work together. Therefore, they believe that the School values are central to every decision made by our school community.



Job Description

Admin Assistant / Lunchtime Supervisor

Admin Assistant

Term time only

15.5 hours a week Monday, Wednesday, Thursday, Friday

Grade 4 Point 5 , Salary £6,838 Annual Salary £19,650 pro rota

Hourly rate: £10.19

Responsible to: Head of School

Roles and Responsibilities:

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Respond to messages/emails promptly and accurately, passing on information to relevant staff members as necessary
- Control access to the school in line with the school's safeguarding procedures, including welcoming and signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Maintain dinner/milk registers
- Complete lunch order forms
- Deal with outgoing post and incoming deliveries
- Collect money brought into school for educational visits, photographs etc.
- Maintain up to data free school meals entitlement, medical and emergency contact information
- Process documentation as required for various aspects of school life
- Deal with lost property
- Maintain notice boards as necessary
- Organise and distribute fruit to the classrooms
- Prepare milk for children and wash cups
- Complete the accident book / first aid (Training provided)
- Change clothes, cleaning and caring for personal needs of the children as appropriate
- Carry out any other reasonable duties which may be allocated by the Business Manager
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy and other relevant school policies

Lunchtime Meals Supervisor

Term time only

4 hours a week Monday, Wednesday, Thursday, Friday 12 - 1

Grade 2 Point 2, Salary £1662 Annual Salary £18,516 pro rata

Hourly rate - £9.60

Roles and Responsibilities:

- Supervise the movement of pupils to and from dining areas and in the playground/classroom (wet play), including dealing with any personal hygiene requirements.
- Maintain good order in dining areas.
- Assist pupils, where necessary, with the collection of food and return of plates, cutlery and cups.
- Assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- Assist in the setting up and removal of furniture where necessary.
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- Complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- Establish safe and appropriate behaviour/play via effective intervention.
- Interact positively with the children, encouraging inclusive play.
- Work as a co-operative member of the team, liaising as necessary with other school staff.
- Maintain absolute discretion and confidentiality with regards to all sensitive and personal information
- Organise games and activities and motivate pupils during the lunchtime break
- Maintain vigilance and security in the school playground and perimeter fencing, reporting any concerns as appropriate
- Manage the use of equipment, for games and other activities, at lunchtime in line with school health and safety policy

In addition, all school employees are expected to:

- Have a full commitment to the Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated.
- Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Policies and procedures.

This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

Safeguarding: As a school we are committed to the safeguarding of children and adults. All jobs offers will be subject to a DBS check and two satisfactory written references.

Person Specification — Administration Assistant

	Essential	Desirable
Qualifications	Good basic education to GCSE standard or equivalent	
Experience	The Administrative Assistant should have experience of: <ul style="list-style-type: none"> - working as a secretary with good ICT skills including a knowledge of Microsoft Word and Excel 	In addition, the Administrative Assistant might have experience of: <ul style="list-style-type: none"> SIMS software working within education; handling financial accounts.
Knowledge and understanding	The Administrative Assistant should have knowledge and understanding of: <ul style="list-style-type: none"> - the nature of the routine tasks that need to be completed on a daily basis; - the extent of the role, and the versatility required to fulfil it; - the roles and responsibilities of teachers; 	In addition, the Administrative Assistant might also have knowledge and understanding of: <ul style="list-style-type: none"> educational management; the computer systems available to organise educational records and school finance.
Skills	The Administrative Assistant will be able to: <ul style="list-style-type: none"> - manage and prioritise workloads; - communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way; - provide a welcoming first point of contact at all times for people who come to the school; - make accurate judgements of situations, and refer these to other staff, if necessary; - recognise the confidentiality of some kinds of information; - take personal initiatives in liaison work within a team of teaching and non-teaching staff; - work effectively and efficiently under pressure; - undergo further administrative training, when appropriate. 	
Personal characteristics	Adaptable Cool under pressure Excellent as an organiser Friendly Purposeful Resourceful	

Person Specification– Lunchtime Supervision

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> - Experience of children or young people. - Enjoyment of working with children and the ability to manage and supervise them. 	<p>Experience of lunchtime supervisory role or experience of working with children in a school environment.</p> <p>Experience of actively initiating and promoting play activities with children.</p> <p>Successful completion of relevant training course e.g. first aid, hygiene etc.</p> <p>Experience of working effectively as a member of a team.</p>
Skills and Qualifications	<ul style="list-style-type: none"> - Effective communication skills and good literacy skills. - Communicate clearly with staff and children. Ability to work effectively as a part of a team. - Ability to motivate and positively interact with children. - Ability to engage children in cooperative play - Settle disputes between children calmly and fairly. - React calmly and appropriately in an emergency, with the health and safety of both pupils and staff a prime concern. - Ability to supervise and organise pupils during the dining hall and during lunchtime play. - Able to promote the safe and appropriate use of play equipment through example and guidance. - Ability to maintain confidentiality. - Ability to show initiative and apply effective strategies to deal with situations which may arise in school. 	<p>Play leader skills and/or experience.</p> <p>Up to date First Aid qualification.</p> <p>Knowledge of different playground games and activities.</p>
Relationships	<ul style="list-style-type: none"> - Able to promote and maintain good relationships with children and staff. - Able to work as part of a team. 	
Attitude and temperament	<p>Reliable</p> <p>Calm and patient</p> <p>Positive and enthusiastic</p> <p>Good role model</p> <p>Empathetic and approachable</p>	<p>Creative</p> <p>Ability to show initiative</p>