

Kennet Valley Primary School

Carter's Rise, Calcot, Reading, Berkshire RG31 7YT

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Acting Headteacher: Mrs Hannah Beechey



Lunchtime Controller Vacancy

If you enjoy looking after children and would like to work in a school, this could be the job for you!

We have a vacancy for a Lunchtime Controller for 1 hour each day, 5 days a week (5 hours per week term time contract) starting as soon as possible. You would normally work between 12pm and 1pm, Monday to Friday, in term time only with regular team meetings as arranged. This is a permanent post with an annual of Salary £2,920.

As a school lunchtime controller, your tasks during the meal include:

- helping children, for example with cutting up food and encouraging good table manners
- helping children put away dirty plates and cutlery
- maintaining order and good behavior
- cleaning and packing away tables, etc. after service

After the meal you will:

- supervise children in the playground (or in the hall or classroom in wet weather)
- intervene with any unsafe behaviour in line with our behaviour policy
- help children manage disagreements positively and build strong, supportive friendships
- comfort children who are upset
- deal with minor injuries such as cuts, grazes and bruises
- organize, facilitate and play inclusive games.
- your job will involve a lot of standing and walking, both inside the school and outdoors in the playground, often in cold weather.

To be a lunchtime controller you should:

- enjoy working with children and be able to manage and supervise them
- be patient
- be able to stay calm in an emergency
- have good communication skills
- have a reasonable level of fitness
- be able to work as part of a team.
- basic first aid would be beneficial or a willingness to undertake this training

Application forms are available on the school website or email office@kennetvalley.w-berks.sch.uk

Interviews on application

We wish to make an appointment as soon as possible and will consider applications upon receipt, therefore candidates are encouraged to apply straight away.

Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks including online searches. We shall ensure fairness and equal opportunities throughout our workforce and in service delivery.