



MEALTIME SUPERVISOR VACANCY

Comet Nursery School and Children's Centre would like to appoint a Mealtime Supervisor to work as part of the lunch time team. Comet is an outstanding Nursery School and Children's Centre within a diverse and vibrant community. This is a permanent position. Monday to Friday 11.30am to 1.30pm, 10 hours per week, term time only.

The application form is available via our website
www.cometnurseryandcc.co.uk or
email admin@comet.hackney.sch.uk

Closing Date:
Friday 10th March 2023 at 12pm

Interviews:
Thursday 16th March 2023

Contact Us

20 Halcomb Street N1 5RF
020 7749 9850
admin@comet.hackney.sch.uk



Welcome to Comet

Comet is a vibrant and inspirational maintained nursery school and children's centre based in the heart of Hoxton. We are highly regarded in the community for its inclusivity, diversity and expertise with our children. At Comet we are committed to the inclusion of children who have additional needs and our experienced team are there to support the children and families in their learning journey throughout their time with us.

Our ethos and philosophy is firmly rooted in the principles of high quality early years' education and care where children are encouraged to be curious, to explore and develop their interests through a play based and open ended provision. We support families to understand the progress of their children and sign post to other services where appropriate.

Our team are experienced, forward thinking and committed to the strong early years pedagogy that we are always continuing to develop at Comet. We are a hardworking team that are reflective in our practice, while our ethos is based on creativity, nurture and respect in everything we do.

At Comet we have a 2 year old provision as well as 2 nursery classes. The Children's Centre is part of all that we do at Comet and we have recently taken over the leadership and governance of another local Children's Centre.

If you are passionate about children's learning and development in the early years and want to work in a supportive environment, then this is an excellent opportunity for you to join our growing team and make a difference to our school & children's centre. We are an outward facing provision always looking to develop opportunities for the children and families in our local community.

I hope this has given you a small insight into the provision at Comet.

Best wishes,

Lisa Clarke

Headteacher



What we can offer

- At Comet we celebrate the diversity of our school and children's centre community. Our provision embraces inclusion, this is central to our offer for children, families and our staff team.
- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance.
- We provide all staff with opportunities to progress their career through training and development.
- We provide a positive environment to work with an emphasis on team work.
- If you have a child of nursery age we offer priority places within the nursery.
- We have a provision for breakfast and after school clubs. If your child attends Comet, they are given priority if a place is required.
- We are developing expertise across Comet through our School and Children's Centre Development Plan. We would look to support your development through taking on projects and areas of expertise.

What we are looking for

- Someone who has energy, commitment and a sense of humour
- Experience of working with children under 5
- A good understanding of the importance of healthy food choices and an ability to see lunchtimes as a learning experience
- Ability to support play and learning for children
- A kind and caring attitude to young children
- Excellent communication and interpersonal skills
- An ability to be flexible in the post





Meal-Time Supervisor - Job Description

Responsible to: Senior Leadership Team

Main purpose of the role:

1. To undertake the duties of rearranging the room for lunch, setting up and clearing tables and serving lunch to the children.
2. Encourage and support the children throughout the lunchtime period ensuring they have opportunities to try a range of foods.
3. To support children in their play and learning both indoors or in outdoor area over the lunchtime period, ensuring their welfare and safety at all times.

Duties/Responsibilities:

1. To work alongside other practitioners to ensure that lunchtimes are a relaxed and enjoyable experience for the children- promoting familiar routines, good manners, positive relationships and appropriate behaviours.
2. To be a good role model for the children by developing an environment for talk and communication while responding to their needs.
3. To use a range of strategies to ensure that lunchtimes offer learning experiences for the children.
4. To work within school policy for promoting healthy eating and lifestyles and respect children's personal, cultural and medical dietary requirements.
5. To ensure that high standards and levels of care, hygiene, food hygiene and health and safety are maintained.
6. To work co-operatively and supportively as part of the Comet team.
7. To work within and follow procedures of the school's Safeguarding Policy, bringing any concerns to the attention of Designated Safeguarding Lead.
8. To promote and work within our inclusive practice and procedures, fostering understanding and tolerance of equality issues and actively supporting the inclusion and progress of children with special educational needs.
9. To uphold the school's policy of Confidentiality and the Sharing of Information.
10. To be fully committed to working within and implementing all school policies and promote the vision and values of Comet.
11. To participate in training and development as required.
12. To carry out other reasonable duties as may be required by the Headteacher commensurate with the function and grade of the post.

Meal-time Supervisor Person Specification

Scale 2 £7,901.65 actual salary 10 hrs per week, term-time only

Criteria	Essential	Desirable
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Qualifications		
Childcare qualifications or training		✓

Experience		
Experience of working with young children in a paid or unpaid capacity.	✓	

Skills and Abilities		
Ability to relate positively to young children	✓	
To understand and apply direction from senior staff in respect of the supervision, play and learning of the children during the lunchtime period.	✓	
To work cooperatively as part of a team of practitioners.	✓	
Ability to promote and maintain a positive lunchtime environment and to react calmly and quickly in an emergency.	✓	
To use your own initiative and to be flexible and positive in your work.	✓	
To communicate effectively both orally and in writing.	✓	
Willingness to undertake training and development as required.	✓	
Commitment to safeguarding and promoting the health and wellbeing of the children.	✓	

Knowledge & Understanding		
To understand the importance of lunchtimes being part of the children's learning and to provide a positive social experience.	✓	
Knowledge of children's personal, social and emotional development and also the physical needs of young children.	✓	
Awareness of health, safety and food hygiene issues.	✓	
Understanding of and ability to work within our inclusive setting.	✓	