



Together, Everyone Achieves More

Emmbrook Infant School, Emmbrook Road, Wokingham, Berkshire, RG41 1JR
www.emmbrookinfantschool.co.uk

RECRUITMENT PACK:

Lunchtime Controller

Emmbrook Infant School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 3381961 <http://www.thecircletrust.co.uk>



Lunchtime Controller

6.66 hrs per week – Term time only plus some inset days
Mon - Fri 12 – 1.20pm
TCT Grade 3 Scp 5 £23,500 pro-rata
Actual starting salary: £3,529 per year
Start date: ASAP

We are looking for an **enthusiastic and energetic Lunchtime Controller** to support our outstanding infant school. you will be joining a supportive and friendly team of lunchtime staff who provide support throughout lunchtime by supervising the children's activities in the playground and assisting the children whilst they eat in the lunch hall.

The ideal candidate will have previous experience in working with children aged between 4 and 7 and will communicate in a **warm, friendly and caring** manner.

If you have previous experience working with children and you have a friendly and caring approach then we would love to hear from you.

Visits to our school are warmly welcomed and encouraged. Please telephone the school office on 0118 978 4259 if you would like to arrange a visit.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.

How to Apply

To apply for this position, please complete the application form on our website and email it to admin@emmbrook-inf.wokingham.sch.uk

Applications will be considered on receipt and interviews may be arranged at short notice.



Job Description

Salary	£23,500 pro-rata	Reporting to	Lunchtime Supervisor
Contract	Permanent	Start Date	Asap

Main purpose

To supervise and ensure the welfare of the children during the lunchtime period, both while eating their meal and in the playground.

Duties and responsibilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

- ◆ To supervise and ensure the welfare of the children during the lunchtime break both inside and outside the building. In case of wet weather, supervise the children inside the school as directed.
- ◆ Assist with putting out tables and chairs for lunch. Fill water cups. Assist with the cutting of food and tidying away of plates etc
- ◆ Ensure that the tables and the area are kept clean and clear of rubbish for the children to begin lunch and that they are clean and tidy for the afternoon school session. Assist with putting away tables.
- ◆ To monitor the behaviour of the children at all times, in conjunction with the school's policy on discipline and behaviour.
- ◆ Assist children with the times and locations of any lunchtime activities and ensure that they have returned on time to their classroom for the afternoon session.
- ◆ Administer First Aid as required
- ◆ Ensure that all accidents are recorded in the accident book and reported to the lunchtime supervisor in order that any appropriate action may be taken.
- ◆ Ensure all children are engaged in suitable activities. Be pro-active and vigilant regarding any situations that may be a cause for concern e.g. bullying or children isolated from mainstream activities. Take appropriate action to resolve these issues and report them to the lunchtime supervisor.
- ◆ Observe Health and Safety regulations relating to the school at all times.
- ◆ Retain the confidentiality on all aspects of school life



Person Specification

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- ◆ NVQ Level 2 or equivalent
- ◆ Knowledge of First Aid
- ◆ Knowledge of Health and Safety

Skills/Abilities:

- ◆ Ability to work within a team working environment
- ◆ Excellent communication skills and interpersonal skills
- ◆ Confidentiality at all times

Experience:

- ◆ Previous experience working with children

Personal Qualities:

- ◆ Calm under pressure, adaptable and energetic
- ◆ A caring and positive attitude
- ◆ Flexibility is key and use of initiative is extremely important
- ◆ Enjoy working and being with children
- ◆ A caring and flexible approach to work
- ◆ A good listener and sensitive to pupils needs
- ◆ A sense of responsibility
- ◆ A good sense of humour
- ◆ A good role model for pupils and staff
- ◆ Positive behaviour management

Special Factors:

- ◆ Attend lunchtime controller meetings
- ◆ Attend staff training when required
- ◆ Responsibility for first aid

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Our School

Emmbrook Infant school is for children aged between 4 and 7 years old. The children are admitted to our foundation class at the start of Autumn term during the academic year in which they turn five years of age.

Emmbrook Infant School is an academy and part of The Circle Trust. We work closely with all the school in the trust for the benefit of all children.

We share a pleasant site with Emmbrook Junior School, and Redwood Early Years is situated in the Emmbrook Infant School building. The Emmbrook Secondary school is on the opposite side of the road. There are breakfast and after-school clubs situated within the school grounds, run by Funtastic Kids, which offer out of hours provision for our children before and after school.

Children are taught in classes of no more than 30, and we have 2 parallel classes in each year group. The Infant school teaches children in their foundation year, year 1 and year 2. Children transfer to Junior school at the age of 7 and to Secondary school at age 11.

Behaviour is outstanding, as reported in our last Ofsted report. If there are any behavioural difficulties they are dealt with by the Head Teacher and, where appropriate parents are contacted to discuss any problems.





Our Mission Statement

We deliver an outstanding educational environment which encourages happy, safe and inspired learning. Our children develop academic, social and personal skills, setting them up for life-long learning and independence.

Our vision is that we will:

- ✦ Continue to deliver outstanding education, so that all children achieve
- ✦ Share our best practice with other schools, and bring innovative ideas back
- ✦ Be the school of choice in our community

We want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

Emmbrook Infant School will be a place where the adults take responsibility for making what they do better, all the time.





The Circle Trust is an educational charity, it exists to do one thing and that is to promote education for the public benefit. Our vision was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are available to them.

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition for the highest academic performance.

The schools in the trust range from nursery to sixth form, and actively collaborate to create a unique network of cross phase learning and support.

A core value of our Trust is that we know all schools are unique and their essential ethos and values must remain unique in perpetuity. We believe it is important that schools are led by their Headteacher with the support of local governance.

In other words, The Circle Trust is **not a franchise model** where all schools look and sound the same. Equally, the opportunities afforded to a school, by being part of The Circle Trust are very significant.

We **share talent, resources, best educational research, training and practices**. Together we **celebrate our individuality**, share the **same values** and **support each other** to achieve our goals

By pooling resources, we capitalise on economies of scale and maximise funds available providing the best teachers, learning experience and wellbeing for all. More information can be found in our [Core Offer](#). You will find us really welcoming, warm and able to provide a great deal of professional development, support and fellowship

If you want to know a little more about The Circle Trust, some more information can be found in our [Family Circle guide](#).

Ginny Rhodes
Chief Executive Officer



About Wokingham

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family.

We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. We have lots of other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year. We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is the perfect blend of luxury and more affordable brands. Windsor is home to the world famous and official Royal residence Windsor Castle.



Photo taken by Stewart Turkington Photography

We love our town, and we look forward to welcoming you.



Safer Recruitment

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal.

If you are short-listed, the school will contact your referees without further reference to you.

Closing date

The closing date for applications is **9am, Friday 27th September 2024**. Please send your application to admin@emmbrook-inf.wokingham.sch.uk

Receipt of applications will be acknowledged by email on the next school day. If you do not receive such an acknowledgement, please contact the school office as above.

Short-listing and interviews

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews.

Checks

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

In accordance with our statutory obligations under Keeping Children Safe in Education, the Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened, and are publicly available online, which The Circle Trust might want to explore with you.

We carry out these searches using a trusted third party Social Media Check.



Unsuccessful candidates

Unsuccessful candidates will be notified by either telephone, email or post.

Data protection

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.