



Button Hill, Ecclesall, Sheffield S11 9HJ

☎ 0114 2361411

Email: headmaster@mylnhurst.co.uk

Fax 0114 2357730

Mylnhurst Ltd
(Company No. 3146901)
is a registered charity
(No. 1056683)

www.mylnhurst.co.uk

Headmaster : Mr Chris Emmott BSc (Hons), PGCE, MEd, MBA



Position Type:

Part-time/ Permanent

Job Description:

Roles and Responsibilities

- Responsible to the Headteacher and Senior Leadership Team
- To perform pre-checks of the playground to ensure the area is safe and suitable for purpose.
- To supervise, interact and observe pupils whilst in the playground and the dining room.
- To attend to any accident , illness or incident and in line with school policy.
- To report any injuries, illness or incident in line with school policy.
- To promote the highest standards of behaviour and safe conduct of all children in line with school policy.
- To ensure children are punctual for enrichment activities, meals and the start of the afternoon session.

Hours of Work:

11.50am to 1.50pm

(During Term Time Only)

Roles & Responsibilities

The lunch time supervisor is responsible for the health, safety, welfare and behaviour of all children during the lunch time 11:50 - 1:50pm. This includes assisting younger children with their lunch in the dining room, structured and free play in the playground, and in specific classrooms during unsuitable weather. The lunchtime supervisor is expected to undertake, within reason, all the duties the Headteacher and/or the SLT designate.

On a normal day the lunchtime supervisor is required to supervise and assist children with their meal; helping the children to make healthy choices, use their cutlery correctly and socialise in appropriate manner. As the children finish instructing them to appropriately line up and then supervising them to the playground. .

When on the playground or in the classroom it is expected that the lunchtime supervisor will encourage the children to play well together in small and large groups, this will include the supervision of such groups as well as the initiation of games or activities.

The lunchtime supervisor deal with all minor injuries. In the case of serious injury help should be sought from the designated a member of the SLT. The lunchtime supervisor will be expected to complete an appropriate first aid training qualification if they do not possess a First Aid certificate and record any incidents or injuries in line with school policy.

The school has high expectations of all pupils behaviour and actively encourages children to make 'good' choices and to accept responsibility for their own actions. Bullying is not tolerated and the lunchtime supervisors are expected to deal with such behaviour in a supportive manner and in line with school policy.

At Mylnhurst we are committed to the safeguarding of all children and the successful application will be required to complete all necessary pre appointment checks in line with our Safer Recruitment Policy.



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APPLICATION FORM

Playground Supervisor @ Mylnhurst

Closing Date for Applications : TBC

Date for interviews : TBC

1. Personal Details

Title:	Surname:	Forename (s)
Have you been known by any other names?		Date of Birth:
Full Address (including postcode):		Religious Denomination / Faith:
Marital Status:	Email Address:	
Work Telephone:	Home Telephone:	Mobile Telephone:
How do you prefer to be contacted?		
National Insurance Number:		

Mission Statement: To maximise the potential of our children through partnership, within a challenging and supportive Christian community



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2. Current employment

Date started:	Current Salary:
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Job Title:

Full time/Part time:	Permanent/Temporary:
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Date of appointment:	Notice required:
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Give a brief outline of your current position, stating (if appropriate) any areas of responsibility you have undertaken and any initiatives you have been involved with.





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3. Post-11 Education and Training

Please provide information about education received in this country and abroad, qualifications obtained including degrees, with classification and division. Please include any postgraduate and professional qualifications

Chronological order starting with the most recent.

Establishment Attended	Full or Part Time	Qualifications	Dates Attended	
			From	To





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4. Recent Training and Professional Development

Please list recent (last three years) courses and professional development in which you have been involved and which you consider relevant to this post.

Course Title	Date and Length of Course	Main Content

5. Other employment & unaccounted employment periods

Other employment and unpaid experience, after the age of 16, which you wish to be taken into consideration.

If there are any periods of time that are not accounted for by this form, and upon which you wish to comment, please do so.



6. Marketing

Please state where you learned of this vacancy _____

7. Medical History

How many days sickness have you had in the last TWO years? _____

Please provide any medical details you feel relevant _____

Are you aware of any disability, on-going medical condition or treatment we should be aware of _____

Please give brief details of your disability and any reasonable adjustments you anticipate we should make:

8. References (minimum of two required)

Please nominate up to three referees. **If you are in employment, one referee should be your current employer.** Do not use family, friends or people who cannot testify to your professional capabilities.

We recommend that you ask your chosen referees to support your application prior to listing them.

R1: Name:	Position:
Address:	
Email:	
Contact Telephone Numbers:	Other information (if applicable):
R2: Name:	Position:
Address:	
Email:	
Contact Telephone Numbers:	Other information (if applicable):
R3: Name:	Position:
Address:	
Email:	
Contact Telephone Numbers:	Other information (if applicable):

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9. Disclosure of Criminal and Child Protection Matters and Barring Service Checks

9.1 The Directors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

9.2 By checking the box Yes No below I hereby confirm that I am not disqualified

If yes, please provide details here:

from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):

9.3 In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (“DBS”):

10. Rehabilitation of Offenders Act 1974

If you have been convicted of a criminal offence the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974—Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you do not have any convictions, please complete the relevant section in the Disclosure Form.

11. Data Protection Act 1988

By checking the box below I hereby give my consent for my personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1988.



12. Medical Fitness Declaration

I declare, that I am both mentally and physically fit, and I know of no reason why I should not be able to discharge the responsibilities required by this post.

I understand that any offer of employment will be conditional on verification of medical fitness.

Signed: _____

Date: _____

13. Details of your GP

Name of GP:

Address:

Tel. No.

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13. Immigration, Asylum and Nationality Act 2006

The Board of Directors will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in the Notes to Applicants document.

By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested.

14. Declaration

If you know that any of the information you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Note: If your application is successful, this post will be subject to the terms and conditions outlined in your contract.

Signature: _____

Date: _____

