



LUNCHTIME SUPERVISOR (2 posts)

Permanent Part-Time (10 hours per week) Term-Time

1. INTRODUCTION AND TITLE OF THE POST

The Silver Robin restaurant is currently seeking two part-time lunchtime supervisors to join its staff with immediate effect. These are permanent, term-time only positions for 10 hours per week.

The Silver Robin restaurant serves both the secondary and preparatory departments of Sullivan Upper School. It is extremely popular with both pupils and staff, serving on average over 550 meals per day.

2. LINE OF ACCOUNTABILITY

The persons appointed will be responsible to the Senior Supervisor and through her to the Catering Manager. All members of the non-teaching staff report, through their line managers, to the Bursar and through her to the Principal of the School and the Board of Governors.

3. PRINCIPAL DUTIES

An outline of the main duties and responsibilities of this post is attached in Appendix 1 (see page 5).

4. REQUIREMENTS FOR THE POST

Applicants are invited to show clearly on their application forms how they meet the requirements for post.

A ESSENTIAL CRITERIA - the person appointed to this post must:

Skills/Abilities

A1 Personal Qualities

- be over 18 years of age;
- have a clean and tidy appearance;
- have the ability to communicate well with both staff and pupils;
- be an enthusiastic and flexible team player;
- enjoys working with young people;
- be reliable;

B DESIRABLE CRITERIA - preference may be given to applicants who:

- B1 have experience working with young people aged between 4 and 18.

The school reserves the right to enhance the criteria if necessary for the purposes of producing a manageable shortlist.

When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.

It is essential that you fully describe in the application form how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time-bound (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not

appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

5. TERMS AND CONDITIONS OF SERVICE

Salary

These are in broad terms, the terms and conditions of service which are determined for the Catering Services throughout the five Education and Library Boards. The school follows the conditions of service determined by the Joint Negotiating Council for the Northern Ireland Education and Library Service as the basis for its own and applies the percentage increases in salary rates that are negotiated annually for the catering services. There is also an opportunity for the person appointed to join the NILGOSC superannuation scheme. Pay will depend on qualifications and experience and the wages for this post will be as follows:

Lunchtime Supervisor: Spinal Point 2
NJC pt 2 £11.9149 per hour

The person appointed will be paid for the number of school days worked and will be entitled to statutory holidays (13 days) and 22 days' annual leave (which rises to 26 after 5 years' service), to be taken during the summer holidays. For periods of school closure, when an employee is not on annual leave, a retainer of half the basic pay will be paid on the condition that the employee returns to work at the end of the period of school closure. This salary will be paid in 12 equal monthly instalments with retainer pay paid following return of the end of school closure.

Hours

The person appointed will work for **10 hours per week from 11.45 am to 1.45 pm** on a daily basis.

The person to whom the post is offered will be given a draft contract of employment, which will set out the terms and conditions of employment and, when agreed and signed, form the actual contract for that person. All appointments will be subject to the completion of a period of probationary service of three months.

6. TIMETABLE FOR THE APPOINTMENT

- (a) Applicants for this post are asked to complete an application form. It is **preferred that application forms are emailed** (in Microsoft Word version) to the Principal's Personal Assistant, Mrs Amanda Graham at agraham813@c2kni.net. An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Applicants should note Apple Pages versions of the application form should not be emailed.

If you do not have access to email, you may hand-deliver or post the application to the Principal's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

The closing date for the receipt of applications is **Tuesday 7 May 2024 at 12.00 noon** and applications received after 12.00 noon on that date will **not** be accepted.

- (b) A shortlist of applicants to be interviewed will be drawn up.
- (c) Interviews will take place, with **Thursday 16 May 2024** currently the proposed date. **All correspondence in relation to interviews, etc will be via email, if an email address has been provided.**
- (d) Applicants who have not been shortlisted will be notified once the interviews have taken place.

- (e) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other shortlisted applicants will be informed of the outcome.
- (f) A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate applicant from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful applicant is unable to take up the post.
- (g) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at www.sullivanupper.co.uk.
- (h) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.
- (i) Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.
- (j) Canvassing of any kind will disqualify.

7. CONDITIONS OF APPOINTMENT

- (a) Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. Appointment to this position is subject to the successful applicant undertaking an enhanced disclosure check through Access NI and to this check being clear of any offences which might affect appointment to this post. This check currently costs **£33** and the successful applicant will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. (Further information is available from www.accessni.gov.uk or www.deni.gov.uk).

AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are urged to read this and understand the contents, and to note the mailbox for data protection queries.

- (b) As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.
- (c) Proof of qualifications will be requested before confirmation of appointment.
- (d) Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.

- (e) Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful applicant to attend a medical examination.

8. **INFORMATION ABOUT THE SCHOOL**

Sullivan Upper School is a large co-educational and interdenominational voluntary grammar school situated in 25 acres of its own grounds on the edge of Holywood, overlooking Belfast Lough. There are at present 1,250 pupils in the school, some 180 of them in the Preparatory Department. It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects the main religious denominations of Holywood. The school is funded directly by the Department of Education for Northern Ireland.

There are 47 full-time members of the teaching staff, 6 job share teachers and a further 21 part-time teachers in the secondary department. The school is well served by 67 non-teaching staff who work in the administrative, financial, technical, clerical and maintenance areas of the school's activities.

**THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES
APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY**

C J D MAIRS
Principal

April 2024

SULLIVAN UPPER SCHOOL

JOB DESCRIPTION

POST: LUNCHTIME SUPERVISOR

REPORTS TO: SENIOR SUPERVISOR

MAIN DUTIES AND RESPONSIBILITIES

1. Lunchtime Supervision

- 1.1 To supervise pupils in the Silver Robin restaurant during the lunchtime period and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- 1.2 To establish safe and appropriate behaviour by effective intervention and where appropriate, referral to the Line Manager.
- 1.3 To maintain good order in dining areas.
- 1.4 To report any unauthorised visitors on school premises to reception.
- 1.5 To report any incidents and accidents that occur during lunchtime to the Line Manager in line with school policies and procedures.
- 1.6 To be watchful of any potentially hazardous situation eg slippery floors etc. and reporting concerns to the relevant staff member.
- 1.7 To work as a co-operative member of a team of supervisors and catering staff, liaising as necessary with other school staff.
- 1.8 To supervise the movement of pupils between the preparatory department and the dining hall.
- 1.9 To supervise queues, seating arrangements, and the circulation of pupils to and from the service points.
- 1.10 To supervise the conduct of diners.
- 1.11 To undertake ancillary associated duties (eg cleaning-up spillages, wiping down tables, ensuring that pupils clear their trays from tables, removal of litter from all areas used for the consumption of food including packed lunch areas, toilets etc.).
- 1.12 To assist pupils where necessary.

2. General Requirements

- 2.1 To attend and participate in training and development courses as required
- 2.2 To attend meetings, liaising and communicating with colleagues in school
- 2.3 To be an effective role model for the standards of behaviour expected of pupils

- 2.4 To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
- 2.5 To assist with evacuation in emergencies.
- 2.6 To participate in the Annual Review Process for non teaching staff.

3. General Conditions

- 3.1 To carry out all duties in compliance with:
 - (a) the Health and Safety at Work (NI) order 1978;
 - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (c) Codes of Practice.
- 3.2 All duties will be carried out in the working conditions normally associated with the particular job.
- 3.3 To complete all necessary paperwork.
- 3.4 School duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.