



## Federation of St Giles and St John

Farlow C of E Primary School,  
Farlow, Kidderminster, DY14 0RQ  
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### The Governors of the Farlow and Kinlet Federation are looking to appoint a Diner/Driving Assistant/Lunchtime Supervisor & Extended Schools Leader

**Date Required:** ASAP

**Post Occupancy:** Diner/Driving Assistant & Lunchtime Supervisor – permanent / Extended Schools Leader – fixed term contract

**Closing Date for Applications:** Monday 1<sup>st</sup> June by midday

**Interview Date:** Thursday 4<sup>th</sup> June

**Post Grade and SCP:**

- Grade 2 (SCP 4) £13.05 per hour (11.25 hrs) (Diner/Driving Assistant)
- Grade 1 (SCP 3) £12.85 per hour (2.5 hrs) (Lunchtime supervisor)
- Grade 6 (SCP 8-11) £13.90 - £14.59 per hour (Extended School Leader)

**Hours:** **15.42 hrs per week**  
2.75 hrs per day – term time only (43.60 weeks) (Diner/Driving assistant and lunchtime supervisor)  
1.67 hrs once per week on a Friday

**Work Schedule:**

Diner/driving assistant	11 am – 12.30 pm
Supervisory assistant	12.30 pm – 1 pm
Diner assistant	1 pm – 1.45 pm
Extended Schools co-ordinator	3.20 pm – 5 pm

### Main Purpose of Diner/Driving Post

The post holder will be responsible for the collection, transportation, preparation and serving of school meals, plus washing up and cleaning the kitchen area down thoroughly after use.

### Key Responsibilities and Tasks

- Collection of food storage containers from Farlow CE Primary School
- Collection and transportation of school meals from Kinlet CE Primary School
- Preparation of school meals and serving of school meals
- Washing up and cleaning the kitchen area, its surroundings and equipment
- To assume responsibility for ordering of cleaning materials and equipment for use on site
- Collection of food storage containers from Farlow CE Primary School to return to Kinlet CE Primary School the following day.
- Escorting children between the classroom and playground
- Be responsible for the welfare and control of children during lunchtime break, whether outdoors or indoors (in inclement weather)
- To communicate information to members of teaching staff when necessary
- Keep an up to date First Aid qualification

- Attend regular safeguarding and staff training

### **Main Purpose of the Extended Schools Leader post**

We are seeking to appoint a motivated and enthusiastic extended schools leader to provide extended schools childcare provision after school club for our pupils, under the direction of the head teacher.

### **Key Responsibilities and Tasks**

- Prepare and organise a range of fun, active and stimulating activities; ensuring safe and creative play opportunities.
- Undertake basic administration tasks; to include accurate record keeping, ordering and purchasing materials.
- Ensure the good behaviour of children in accordance with school policies.
- Provide pupils with a range of healthy food and drink options, encouraging them to make choices and to develop a positive attitude towards healthy eating.
- Create a safe environment for the children; ensuring that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire/evacuation procedures are carried out effectively.
- Administer first aid as appropriate.
- Liaise with parents/carers, school representatives and other childcare and play related agencies.
- Record any accidents/incidents properly, informing parents/carers appropriately and in accordance with the school's health and safety procedures.
- Ensure all equipment and materials are cleared away, leaving the premises clean, tidy and secure.

Farlow CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to a Disclosure Barring Service check before appointment is confirmed.

**There is flexibility for this post to be combined with the cleaning supervisor role also advertised, subject to candidate preference**

If you would like to arrange a visit to our school please phone the school office on 01746 718 661 or e-mail: [admin.farlow@sqsjfed.shropshire.sch.uk](mailto:admin.farlow@sqsjfed.shropshire.sch.uk)

Application forms and further details can also be found on our website:  
[www.farlow.shropshire.sch.uk](http://www.farlow.shropshire.sch.uk)