



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Kimbolton Preparatory School

Lunchtime Supervisor
Required from February 2025

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Welcome from the Head of Prep



I am delighted that you are interested in this important role at Kimbolton Prep School and I hope this candidate pack answers some of the questions you may have. At Kimbolton Prep School, we recognise how important the first years of education are. Our vision is to provide an outstanding, modern, all-round education that challenges children to become curious, courageous, and kind young adults capable of making a positive impact on the world. We encourage integrity and endeavour from the moment children join our community.

Our ethos is rooted in creating a collaborative, supportive, and inspiring environment for all. Kimboltonians work diligently, embrace personal responsibility, and are willing to take risks. Our Prep School culture is characterised by empathy, service, humour, and respect for diverse perspectives. Academic ambition is central, but we also place great importance on the overall happiness, well-being, success and growth of our pupils and staff.

If you would like to visit us or have any additional questions, please do not hesitate to get in touch. I look forward to hearing from you.

Claire Petrie
Head of Prep

Welcome from the Headmaster



Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2024, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimboltontschool.com/about-us/policies) to read our Safe Recruitment Policy at www.kimboltontschool.com/about-us/policies.

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.





Kimbolton Preparatory School

Job Description

Lunchtime Supervisor Required from February 2025

The School

Kimbolton School is fully co-educational (4-18), with both day and boarding pupils, and has a delightful setting in the grounds of Kimbolton Castle. The School combines tradition and innovation in its educational and academic ethos. Kimbolton has high academic standards in terms of GCSE, A Level and university entrance, the result of the motivation and commitment of pupils and teachers alike. There is a forward-looking and highly supportive working environment.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 4-11).

Further information about the School can be found on the School website at www.kimboltonschool.com

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

To work within the Dining Hall at the Preparatory School during the lunchtime period supervising all pupils from Reception to Year 6. Working as part of a friendly team consisting of the Chef and the Food Service Assistants and alongside another Lunchtime Supervisor.

Duties and Responsibilities

- The main areas of responsibility will be the smooth running of the Dining Hall during the lunchtime break, including areas where the children wait or queue for their lunch.
- A good standard of behaviour and manners is expected and it is important that this should be maintained throughout the lunch period which should be a pleasant experience for all concerned.
- The supervisor must act as a responsible caring adult with the health, safety, welfare of the children always in mind and must see that the children behave sensibly at all times.
- The supervisor must be aware of how to get access to first aid equipment and to the telephone and of the fire evacuation procedures.
- Provide comfort and immediate care in case of minor accidents and report serious incidents to the appropriate person for action.
- To respect the confidentiality of sensitive information divulged by staff, parents/carers and children.
- To support and contribute to the school's responsibility for safeguarding children and to observe Data Protection guidelines.
- To understand and comply with the school's Safeguarding policy and guidelines.
- Understand and comply with the school's equal opportunities and other policies.

Specific responsibilities include:

- Control lunchtime queues to dining areas as all pupils are encouraged to stand quietly whilst waiting in line.
- All pupils are encouraged to have a balanced diet, so should have carbohydrates, vegetables and a protein.
- Pupils with dietary requirements have coloured cubes on their trays to assist as an extra prompt for the servers regarding allergies.
- Assist with the seating of Lower Prep pupils who sit in year groups.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the meal, including helping Lower Prep pupils to cut up their food.
- Encourage the pupils to leave the table clean after putting trays on the shelves.
- Ensure the dining areas are left clean and tidy including sweeping the floor if necessary.
- See that any spillage is removed quickly. Ensure that a floor cloth, dustpan and brush is readily accessible.
- See that trays are not left in dangerous places and instead placed on the racks and at the end of service, trays are to be placed in the kitchen.
- Aim to clear all dining areas of pupils every day where possible by 1.55pm.
- Carrying out any other instructions given by the Head of the Preparatory School reasonably falling within the remit of the post.

Timings:

- The Lunchtime Supervisor can eat their lunch at 11.30am ready for an 11.45am start.
- Lower Prep pupils (Reception and Years 1 and 2) arrive at 11.55am.
- Upper Prep pupils (Years 3-6) arrive at 1pm.
- Lunch should be finished by 2pm.

Person Specification

| Criteria | Essential | Desirable |
|------------------------------|---|--|
| Qualifications | | <ul style="list-style-type: none"> • First Aid Qualification. |
| Skills and Experience | <ul style="list-style-type: none"> • The ability to control and supervise young children. • A strong sense of responsibility for children's safety. | <ul style="list-style-type: none"> • Previous experience of working with children aged 4-11. • First Aid experience. |
| Personal Qualities | <ul style="list-style-type: none"> • Enjoy working with young children. • Punctual. • Good communication skills with children and colleagues. • Patience and the ability to stay calm. • Empathy with children. • Confidentiality. • Reliable and trustworthy. • The ability to work as part of a team. | |

Terms and Conditions

Responsible to: Senior Deputy Head, Prep School

Hours of Work: 11.25 hours per week, 33 weeks per year. Monday to Friday 11.45am to 2.00pm

Remuneration: Hourly rate of pay: £11.50
Actual salary: £4,868 (including holiday pay)
 (FTE £22,425)

Probationary Period: 6 months

Additional benefits: Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.

Referees: The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

If you are interested in this position, please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimboltonschool.com.

The closing date for applications is: 9.00am Monday 27th January 2025
Interviews will take place during the week commencing Monday 3rd February 2025

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Note

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies