



Exciting opportunities at Barnabas Oley Primary School

An exciting opportunity has arisen at Barnabas Oley Primary School to join our Ofsted Outstanding school.

Barnabas Oley Primary School is one of the oldest schools in Cambridgeshire and it may possess the longest, continuous history of any English Primary School. The school is situated in the heart of the picturesque village of Great Gransden (15 miles from Cambridge) and is named after the Reverend Barnabas Oley, who founded the original "Brick schoolhouse" in 1670. We are very proud of our school and the staff are a truly dedicated and supportive team.

We are looking to appoint a Mid- day supervisor for 1 hour and 15 mins a day (03 - £2809.53) and also a kitchen assistant for 1 hour 45 mins a day (03 - £5619.05) to assist our fantastic kitchen team to start in September.

This could be 2 roles or could suit one person to take on both roles. We are a lovely village school who can offer a supportive working environment.

This school is an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These posts are subject to Enhanced Criminal Record Bureau Disclosure checks.

Please see our job descriptions and application forms on our website <https://www.barnabasoley.cambs.sch.uk> but for further information or to arrange a discussion, please contact our school office, Mrs Darroch on office@barnabasoley.cambs.sch.uk

Applications must be received by 12pm on Monday 15th June and interviews will take place on Wednesday 17th June.



Exciting opportunities at Barnabas Oley Primary School

Catering assistant to our wonderful kitchen team

Barnabas Oley C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We expect that all concerns, however minor, relating to the safeguarding of children are reported promptly and in accordance with school procedures.

Job Title: Catering Assistant

Reports to: School catering manager

Accountable to: Headteacher

The Role: To make up the pick and mix lunches, set up the dining hall ready for the children to eat their lunches.

Salary: Circa £10.60 per hour

Working Hours: 10 hours per week (1 hours and 45 mins a day between 10:30am and 12.15pm). Term time only.

Main responsibilities and tasks:

The normal duties will usually include the following:

1. To assist in the kitchen making up Pick and Mix lunches (sandwiches, fruit etc)
2. To be responsible for setting up the dining hall including setting out tables and chairs and laying the tables with cutlery and cups etc.
3. Following Health and Safety guidelines.
4. To maintain all School standards of hygiene.
5. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Headteacher.
6. Other duties outside of this job description may be allocated from time to time.



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Person Specification - Kitchen Assistant

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Able to communicate clearly and follow instructions. 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Ability to prioritise work. ◆ Ability to manage time effectively. 	
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Ability to communicate with a wide range of people. ◆ Initiative and the ability to follow instructions. ◆ Work as part of a team. ◆ Be flexible to changing demands of the post. ◆ Take pride in a job well done. 	<ul style="list-style-type: none"> ◆ Positive outlook ◆ Good sense of humour.
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role. 	

Further Information Up to date information including policies and procedures may be found on our website, www.barnabasoley.cambs.sch.uk



Exciting opportunities at Barnabas Oley Primary School

Mid-day supervisor

Barnabas Oley C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We expect that all concerns, however minor, relating to the safeguarding of children are reported promptly and in accordance with school procedures.

Job Title: Mid-day supervisor

Reports to: Mid-day coordinator

Accountable to: Headteacher

The Role: To supervise children in the dinner hall and playground and help support and organise games

Salary: Circa £10.79 per hour

Working Hours: 5 hours per week (1 hour and 15 mins a day between 12.15pm and 1.30). Term time only.

Main responsibilities and tasks:

We are looking to recruit an energetic and enthusiastic Mid-day Supervisor to join our friendly team. The appointed person will be responsible, during the lunchtime break, for the safety, general welfare and proper conduct of children.

Main duties/responsibilities to include:

1. The supervision of children during the lunchtime break.
2. Ensuring all Safeguarding procedures are followed.
3. The supervision of the children's entry into the dining room.
4. Assisting children who are unwell and summoning any assistance needed to deal with injuries or illness.
5. Supervision of children in the playground or other area of the school as required, dealing with any incidents of inappropriate behaviour in line with the school's Policy.
6. Have a commitment to the importance of play.



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7. Organising play/games as appropriate.
8. Are prepared to work inside and outside in all weather conditions.
9. Have a good understanding and commitment to Equality, Diversity and the principles of inclusion.
10. Can develop and work as part of a dynamic and committed team.
11. At the end of lunch, clearing away will include wiping table and putting down the tables and returning the tables and chairs to the store area. This also includes sweeping the hall floor and spot wiping any spillages.

Person Specification – Mid-day Supervisor

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Able to communicate clearly and follow instructions. 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Ability to prioritise work. ◆ Ability to manage time effectively. 	
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Ability to communicate with a wide range of people. ◆ Initiative and the ability to follow instructions. ◆ Work as part of a team. ◆ Be flexible to changing demands of the post. ◆ Take pride in a job well done. 	<ul style="list-style-type: none"> ◆ Positive outlook ◆ Good sense of humour.
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role. ◆ organise and set up playground games and sport 	



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