



HUJJAT PRIMARY SCHOOL

School Meals Supervisory Assistant

Recruitment Pack

September 2020

Permanent, Part Time, Term Time only

£3,072 Per Annum

In His Name, the Most High



Welcome

Dear Prospective Candidate,

Thank you for your interest in applying for the role of School Meals Supervisory Assistant at Hujjat Primary School, Harrow's first Muslim faith Free School. We opened in September 2020 with two Reception classes and will grow every year until we reach full capacity in 2026.

Using a values-based approach to education that is underpinned by faith, Hujjat Primary will be a happy and inclusive school where children indulge their curiosity, develop a lifelong love for learning and build the foundation from which they can grow to become ethical, responsible and inspirational members of society. Adherence to the Muslim faith is not a requirement for this role but would be beneficial.

Our permanent home is an awe-inspiring 1930s former grammar school, undergoing complete refurbishment to provide state-of-the-art facilities on Brookshill in Harrow Weald. As our first SMSA, you will join us in our temporary home on Robin Hood Drive in Harrow Weald, and have the opportunity to develop lunchtime routines that support the Trust's vision, as well as shape our approach as the schools grows.

If you are excited by this opportunity, we look forward to hearing from you!

David Poole
Headteacher
Hujjat Primary School



Ethos

Our faith character will be reflected in the values of the school, fostering cohesion and placing the school at the heart of the community.

The universally accepted human values and principles that are also cornerstones of the Islamic faith, will be promoted and embedded into the fabric of the school through the curriculum and the behaviour policy, ensuring that everyone, adults and children, of all faiths and none, can identify with and benefit from them.



Hujjat Primary School

W: <https://hujjatprimary.org> T: 07732 576 105 E: recruitment@hujjatprimary.org

Curriculum

The Islamic philosophy of education emphasises that education must be for the holistic development of the individual and of society. At Hujjat Primary School, our commitment to outstanding academic achievement will therefore go hand-in-hand with the nurture of values, which underpin the development of good character.

The curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;

*Successful learners,
able to think,
question and reflect
independently*

*Confident, respectful
and effective
communicators who
can express themselves,
make informed choices
and build positive
relationships*

- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills;

- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

*Well-rounded and responsible
citizens with a respect and
appreciation for the rights,
views, values and property of
others, and who make a positive
contribution to the school and
the community beyond*

Hujjat Primary School will embody high expectations, high standards, and enable children to extend their learning to engage with local, national and international initiatives that will reflect the diversity in our community both within and outside the school.



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How to Apply

Please refer to the job description and person specification below for further details.

If you wish to arrange an informal discussion, please contact David Poole, Headteacher, on headteacher@hujjatprimary.org or 07732 576 105.

To apply, please complete the online form on our website <https://hujjatprimary.org/vacancies>

Closing date for applications: **ASAP**

Interview date: **As soon as a shortlisted candidate is available**

Start Date: **ASAP**

Safer Recruitment

Hujjat School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Disclosure and Barring Service Check
- References
- Childcare disqualification declaration

You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily bar you from employment.



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School Meals Supervisory Assistant Job Description

Reports to: School Business Manager

Salary: £19,902 FTE (£3,072 Actual)

Working time: 11:30am to 1pm, Monday to Friday, Term Time only (39 weeks)

The Purpose of the Role:

- To lay out and serve lunches to pupils and ensure the area is tidy before and after service.
- To ensure the health and safety of children at lunchtimes.
- To support the Trust's vision for lunchtimes as a calm learning experience for all pupils during which they learn table manners and share a healthy cooked meal.

General Duties

- To lay out tables, serve food to the children and ensure the school is tidy and clean for the afternoon session.
- To supervise the children at all times during lunchtime, both in the lunch room and outside during play.
- To ensure children behave in line with the school's behaviour policy and school values.
- To engage with children, modelling correct table manners and teaching the children how to take responsibility for their own service and tidy up after meals.
- To clean the area before and after the sittings.
- To clear up spillages to avoid possible accidents.
- To follow the school's policy and procedures on child protection, health and safety and all other relevant policies.
- To be a positive role model for children and other staff.
- To undertake broadly similar duties commensurate with the level of the post.

All Staff will:

- Support the aims and policies of the school.
- Keep up to date with current trends in education.
- Aim to foster good relations between the school and the community.

This job description will be reviewed as part of the Performance Management Process but may be changed at any time if necessary.



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School Meals Supervisory Assistant Person Specification

Essential Requirements

- Ability to work as part of a team and form good relationships with other colleagues to ensure effective lunchtime supervision.
- A warm and confident manner with children, the ability to role model values such as gratitude, patience, dignity and kindness.
- Ability to maintain confidentiality over matters relating to the school, pupils, staff or parents.
- Ability to set and maintain high expectations of pupil table manners and behaviour during lunchtime.
- Ability to lead and engage the children in play.
- Ability to ensure the health and safety of pupils at all times and follow the school process for reporting incidents.
- Reliability with respect to work attendance and punctuality.
- Good spoken English skills.



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