



## The Eliot Bank and Gordonbrock Schools Federation



# Midday Meal Supervisor

## Recruitment Information & Application Pack



Eliot Bank Primary School  
Thorpewood Avenue  
London  
SE26

Website: [www.eliotbank.lewisham.sch.uk](http://www.eliotbank.lewisham.sch.uk)  
Email: [info@eliotbank.lewisham.sch.uk](mailto:info@eliotbank.lewisham.sch.uk)

Executive Headteacher: Maria Gilmore  
Head of School: Maria Gilmore  
Chair of Governors: Peter Fidel

Gordonbrock Primary School  
Amyruth Road  
London  
SE4 1HQ

Website: [www.gordonbrock.lewisham.sch.uk](http://www.gordonbrock.lewisham.sch.uk)  
Email: [admin@gordonbrock.lewisham.sch.uk](mailto:admin@gordonbrock.lewisham.sch.uk)

Executive Headteacher: Maria Gilmore  
Head of School: Jane Wright  
Chair of Governors: Peter Fidel





## The Eliot Bank and Gordonbrock Schools Federation



Executive Headteacher: Ms Maria Gilmore

Eliot Bank School  
Thorpewood Avenue  
London SE26 4BU  
Tel: 020 8699 0586  
[info@eliotbank.lewisham.sch.uk](mailto:info@eliotbank.lewisham.sch.uk)  
Head of School: Ms Maria Gilmore

Gordonbrock School  
Amyruth Road  
London SE4 1HQ  
Tel: 020 8690 0704  
[admin@gordonbrock.lewisham.sch.uk](mailto:admin@gordonbrock.lewisham.sch.uk)  
Head of School: Mrs Jane Wright

Dear Applicant,

Thank you for your interest in the Midday Meal Supervisor positions at Gordonbrock Primary School.

As an initial introduction to our schools I would invite you to visit the website which can be found at <https://gordonbrock.lewisham.sch.uk>.

If you intend to apply for the position, please ensure you complete and return the Support Staff Application form which is accessible via: <https://www.cognitofirms.com/TheEliotBankAndGordonbrockSchoolsFederation/MiddayMealSupervisorGBMMS211123ApplicationForm> before the **closing date of 4pm on Tuesday 21<sup>st</sup> November 2023**. Applications will be reviewed on an ongoing basis, so early applications are encouraged.

We look forward to receiving your application.

Yours sincerely,

Maria Gilmore  
Executive Head



Artsmark  
Gold Award  
Awarded by Arts  
Council England



SCHOOL  
MEMBER





## About Us

### The Federation

Eliot Bank Primary School and Gordonbrock Primary School are in federation with both schools working closely together led by Maria Gilmore, our Executive Headteacher.

One Governing Body is responsible for the strategic direction of the schools. The Executive Headteacher works strategically across both schools whilst the Heads of School have full responsibility for leading and managing their schools.

This has proved to be very successful. Standards are significantly above national. We are regularly asked to work with other schools to share our strong practice and expertise. For more information regarding each schools' performance data please visit the 'Achievement' page on each website.

Each of our schools is unique with very differing communities, sites and buildings. Even though part of a federation, the schools have retained their individuality. We are determined that the schools will keep this individuality, underpinned by shared expectations and purpose and the needs of our children firmly at the heart of every decision we make.

Our highly expert staff teams work together across the schools in a number of ways, to ensure the standard of teaching and learning is high. We have a shared curriculum, assessment strategies and policies.

Our Senior Leadership Teams also work closely together to ensure that aligned systems are working well and staff regularly meet for CPD opportunities. More experienced staff across the federation support less experienced colleagues ensuring all quickly become proficient in their areas of responsibility.

The Heads of School work closely together to support and challenge one another. The schools work from the same curriculum map and year group teams meet regularly to plan. Phase leaders and curriculum leaders also work in partnership, in shared strategic planning, shared curriculum development and shared evaluation of their school improvement planning.



## Our Vision and Values

The federation has a clear vision for the education of its children and our policies and practices are based on this. We want our children to enjoy learning whilst being challenged to meet the highest standards they can. Our schools are full of active and engaged learners who, as well as developing their academic skills, are also developing life skills of learning, friendship, effort and resilience.

For more information please visit the 'About Us' page on our websites.



## Our Governing Body

The Eliot Bank and Gordonbrock Schools Federation governing body provides strategic leadership and accountability in both schools.

For more information regarding the governing body, including governing body structure, please visit the "Our Governors" page on websites.



## Our Schools

Gordonbrock Primary School is a community primary school in Brockley in south east London. It is a large, oversubscribed three-form entry school with approximately 650 on roll. The school was rebuilt in 2012 and so we are lucky to have a fantastic building with two halls, a music room and a library. We take immense pride in our high quality learning environment, as recognised by OFSTED in March 2019, *'The highly stimulating environment throughout the school, provides a powerful backdrop that radiates high expectations.'*

Eliot Bank Primary School is a community school in Forest Hill. It is an oversubscribed two-form entry school with approximately 450 on roll. The school is built on the side of a hill with stunning far-reaching views across London. We have two playgrounds as well as our own pond and wildlife area. The building is very well maintained, providing a pleasant working environment for staff and pupils. *"I love how happy the kids are. They are curious and they find learning great fun – must have something to do with the school!"* – Parent, Summer 2019 Parent/Carer Survey

The intake of both schools is a wonderful mix of ethnicity, race culture and socio-economic backgrounds. The children have a wide range of needs including those with special educational needs. We are focused on children's learning and have developed meaningful cross-curricular planning, building up layers of knowledge and understanding. We believe in making learning exciting and our curriculum is knowledge and skills based, including a wide variety of visits and visitors. We encourage children to demonstrate their learning through a range of strategies. We value music and PE highly, buying in additional expertise in these areas. *'The quality of teaching is outstanding. My daughter is stimulated and challenged to do her best. Teachers are constantly looking for new ways to approach the lesson and make it fun.'* – Parent, Summer 2019 Parent/Carer Survey





Our schools are committed to Assessment for Learning as a key strategy to underpin our teaching. Talk for writing is well established throughout the school and a basic skills maths program enables our children to deepen their understanding of mathematics and apply this in a variety of ways.

Expectations and outcomes are very high for all of our children. This is because we have a belief that every child will succeed, whatever barriers they may face. We do everything and anything to help each child to be a success. This takes determination, consistency by the staff and an uncompromising attitude by the leadership team. *'Leaders at all levels are united in a shared purpose and determination to secure the best outcomes for pupils, whatever their starting points.'* - OFSTED March 2019

Our children can make demands in terms of their behaviour and social skills, though the school has a calm working atmosphere and the behaviour of the children is very good. This is brought about through the clear and consistent behaviour policy applied throughout the school, and the amount of time and energy that all staff put into its implementation. *'Pupils' attitudes to school and learning are overwhelmingly positive...adults foster strong relationships with pupils and ensure that routines are well established, consistently applied and thoroughly embedded.'* - OFSTED March 2019



## Our Staff

Our staff are passionate about the school and are committed to ensuring that every child achieves well. 'Teachers manage planning very well so that pupils' learning is sequenced clearly and logically. This provides pupils with opportunities to build on previous knowledge and make strong progress...Teachers ask pupils questions highly effectively. Pupils explain their answers with real confidence, applying their increasing rich technical vocabulary across a wide range of subjects...Work in pupils' books indicates that high quality teaching has led to all groups of pupils, including those who are lower achieving or disadvantaged, making rapid progress.' - OFSTED March 2019

Teachers are supported in their role in a variety of ways:

- The leadership team is well established and highly motivated with a clear focus on raising standards through purposeful learning.
- Year groups are organised into phases, each with a phase leader who is a member of the leadership team.
- Good organisation throughout the school with a wide range of policies and systems in place.
- There is a detailed planning framework and planning is done in teams with school and federation.
- Teaching Assistants are knowledgeable and motivated, taking responsibility for a number of intervention strategies as well as for some assessment and feedback and displays.
- Our administrative and premises staff ensure that the school is very well maintained and organised. They play a vital part in school life.
- There are positive relationships within the school with staff working hard within a relaxed atmosphere.
- There is a full programme of CPD with induction, quality professional development meetings, coaching and access to high quality external INSET.

Many of our appointments are internal as staff develop and are able to step up. We have a well-established cycle of monitoring, evaluation and support, focusing on various aspects of the school. Performance management, observations and peer coaching are part of this process.

Curriculum responsibility is organised through a team approach ensuring that staff at all levels of experience and in all areas of expertise can make a contribution and can learn about this aspect of school life.

Staff wellbeing is taken very seriously. *'Leaders have invested heavily in staff training. Staff feel that they are developed as teachers and as leaders. They also say that leaders are attentive to their wellbeing and workload. They describe a constructive and collaborative ethos where dialogue between professionals is positively encouraged.'* - OFSTED March 2019





## Our Pupils

Both schools are very successful with children who tell us they feel safe and that are happy and engaged in their learning.

A summary of our key information as well as a summary of the end of key stage data<sup>1</sup>, for both, schools is outlined on this page.

Summary of Key Information For Eliot Bank		
	Number	%
Number on Roll	426	
Number of Pupils on FSM	56	13.2
Number of Languages Spoken by Pupils	52	
Overall Number of Pupils Entitled to PPG	64	15.0
Pupils having SEND Support	51	
Pupils with EHCPs	3	
Total number of SEND pupils	54	12.7
Overall Attendance for 2018/2019		96.8
Overall Attendance for 2019/2020		96.3

Summary of Key Information For Gordonbrock		
	Number	%
Number on Roll	622	
Number of Pupils on FSM	84	13.5
Number of Languages Spoken by Pupils	49	
Overall Number of Pupils Entitled to PPG	116	18.6
Pupils having SEND Support	57	
Pupils with EHCPs	6	
Total number of SEND pupils	63	10.1
Overall Attendance for 2018/2019		96.48
Overall Attendance for 2019/2020		94.32

### End of Key Stage Data for Eliot Bank Primary School

#### EYFS 2018/19

##### Percentage of Children Achieving a GLD<sup>2</sup>

	Eliot Bank	Lewisham	National
Overall GLD	88%	76%	72%

#### Year 1 Phonics Screening Check 2018/19

##### Percentage of Children Achieving the Expected Standard

	Eliot Bank	Lewisham	National
Y1	90%	81%	82%
Y2 rechecks	100%	TBC	TBC

#### Key Stage 1 2018/19

##### Percentage of Children Achieving the Expected Standard

	Eliot Bank	Lewisham	National
Reading, Writing & Maths Combined	77%	66%	65%
Reading	80%	76%	75%
Writing	80%	70%	69%
Maths	83%	76%	76%

#### Key Stage 2 2018/19

##### Percentage of Children Achieving the Expected Standard

	Eliot Bank	Lewisham	National
Reading, Writing & Maths Combined	77%	67%	73%
Reading	83%	76%	78%
Writing	85%	78%	79%
Maths	90%	81%	78%
English Grammar, Spelling and Punctuation	79%	79%	78%

<sup>1</sup> \*Due to the COVID-19 Pandemic the exam and assessment results for 2019/20 were not published as performance measures, therefore in line with government requirements we continue to publish our 2018/19 data until new data is available.

<sup>2</sup> GLD stands for Good Level of Development. Areas considered are: Self-Confidence & Self-Awareness, Making Relationships, Managing Feelings & Behaviour, Health & Self-Care, Moving and Handling, Listening & Attention, Speaking, Understanding, Reading, Writing, Numbers, Shape, Space & Measure.

## End of Key Stage Data for Gordonbrock Primary School

### EYFS 2018/19

#### Percentage of Children Achieving a GLD <sup>3</sup>

	Gordonbrock	Lewisham	National
Overall GLD	94%	76%	72%

### Year 1 Phonics Screening Check 2018/19

#### Percentage of Children Achieving the Expected Standard

	Gordonbrock	Lewisham	National
Y1	89%	81%	82%
Y2 rechecks	88%	TBC	TBC

### Key Stage 1 2018/19

#### Percentage of Children Achieving the Expected Standard

	Gordonbrock	Lewisham	National
Reading, Writing & Maths Combined	75%	66%	65%
Reading	87%	76%	75%
Writing	78%	70%	69%
Maths	86%	76%	76%

### Key Stage 2 2018/19

#### Percentage of Children Achieving the Expected Standard

	Gordonbrock	Lewisham	National
Reading, Writing & Maths Combined	78%	67%	73%
Reading	80%	76%	78%
Writing	89%	78%	79%
Maths	85%	81%	78%
English Grammar, Spelling and Punctuation	80%	79%	78%



<sup>3</sup> GLD stands for Good Level of Development. Areas considered are: Self-Confidence & Self-Awareness, Making Relationships, Managing Feelings & Behaviour, Health & Self-Care, Moving and Handling, Listening & Attention, Speaking, Understanding, Reading, Writing, Numbers, Shape, Space & Measure.

## Our Parents & Community

Both schools serve a vibrant community and we are committed to celebrating and valuing their diversity.

We teach children the values of equality and acceptance and we prepare our children for life in modern Britain, participating in local events and meeting community members, as well as helping our children to understand the values of democracy, liberty and tolerance.

We encourage parents and carers to take an active part in their children's education at our schools.

Parent feedback is important to us and we are overwhelmed with the positive feedback we receive in our Parent Questionnaires.

To read the feedback from our parents please visit the 'Parent Feedback' page on our websites.

Many parents also choose to volunteer through our active and highly committed parent and carer association FOG (Friends of Gordonbrock). The funds raised help to support the work of our school, enhancing children's learning experiences, financing playground equipment, special events and additional classroom resources to improve the learning environment.





# Application Information

Salary: Scale 2, Point Range 3 – 4 £25,359 pro rata 10 hours per week, term time only (38 weeks per year)

Actual Salary: £6,072

Start Date: As Soon As Possible

## 1. Application Forms

Please complete the application form which is accessible via:  
<https://www.cognitoforms.com/TheEliotBankAndGordonbrockSchoolsFederation/MiddayMealSupervisorGBMMS211123ApplicationForm>

## 2. Closing date for Applications

Completed application forms should be completed by 4pm Tuesday 21<sup>st</sup> November 2023.

## 3. Interviews

Interviews will be held on Monday 27<sup>th</sup> November 2023.

## 4. Appointment

The successful candidates will be appointed as soon as possible.

## 5. Safer Recruitment

The Eliot Bank and Gordonbrock Federation of Schools is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We implement all elements of the safer recruitment process and all posts are subject to pre-employment checks.

Our stringent pre-employment checks reflect the School/London Borough of Lewisham's commitment to protecting our children and young people; these include obtaining references, health questionnaire, ID check, right to work in the UK check, record check via the Disclosure and Barring Service (DBS), a declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2009 and, where applicable, Overseas' Police Check and qualifications check.

For further details please refer to:

- [Keeping Children Safe In Education \(September 2023\) – Part Three: Safer Recruitment](#)
- [The Eliot Bank and Gordonbrock Schools Safeguarding Policy](#)

The Eliot Bank and Gordonbrock Schools Federation is an equal opportunities employer.





# The Eliot Bank and Gordonbrock Schools Federation



## Midday Meals Supervisor

### Job Description

**Reporting to:** Senior Midday Meals Supervisor

**Grade:** SC2

**Disclosure Level:** Enhanced

#### **Purpose of Job:**

To work as part of a team of adults including teachers and other support staff, to promote the learning and well-being of all pupils. To take responsibility for the supervision, health and safety and control of pupils during the midday break both during dining and play.

#### **Summary of Responsibilities and Duties**

##### **Support for Pupils**

- Supervise pupils receiving school meals and packed lunches ensuring orderly conduct and good behaviour.
- Promote and encourage healthy eating and balanced choices of food. Be aware of the varying dietary requirements of pupils for medical or cultural reasons.
- Supervise pupils in the play area or within the building in the event of bad weather ensuring that a safe environment is maintained and that the school's behaviour policy is adhered to.

##### **Support for Teachers**

- Respond to the welfare needs of pupils by comforting them or applying first aid, reporting any concerns on the general well-being of the pupils to the senior midday supervisor or the class teacher.
- In accordance with the school's child protection policy report any concerns about individual pupils to the senior midday supervisor or the class teacher.

##### **Support for Curriculum**

- Encourage appropriate exercise and activities to promote the health and well-being of pupils.
- Encourage and develop pupils' understanding of team activities as well as individual pursuits.
- Support and encourage the development of pupils' social interaction with each other.

##### **Support for the School**

- Assist with any administrative processes involved in taking school meals and packed lunches.
- Ensure that any people entering the play area from outside the school are identified and escorted to the school reception.
- Maintain awareness and observe the school guidelines on security.

##### **Equalities**

- Ensure implementation and promotion in employment and service delivery of the Council's/School's equal opportunities policies and statutory responsibilities.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*This job description is current at the date shown, but in consultation, may be changed by the Management to reflect the changing needs of the school which are commensurate with the salary and job title.*

*This job description is subject to review as and when appropriate.*

*May 2018*



# The Eliot Bank and Gordonbrock Schools Federation



## Meals Supervisor

### Person Specification

**Reporting to:** Senior Midday Meals Supervisor

**Grade:** SC2

**Disclosure Level:** Enhanced

#### Notes to Candidates:

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

#### Equal Opportunities

- Commitment to implement the Council's Equal Opportunities policies.
- Awareness of Equal Opportunities issues. **S**

#### Knowledge

- Good health and hygiene procedures. **S**
- Needs of children and families in a multi-racial, inner city area. **S**

#### Skills

- Ability to work as part of a team.
- Communication Skills.

#### Experience

- Experience of working with groups of children. **S**

#### General Education

- Current Food Handling & Hygiene certificate.

#### Personal Qualities

- Sensitivity and awareness of the needs of young children.

#### Physical

- Generally candidates must meet the standard Lewisham requirements for the post.
- Good general health.
- Able to attend meetings / site visits in locations both inside and outside of the borough.
- Able to use computer, telephone, and read correspondence.





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