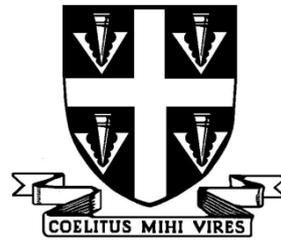
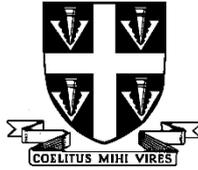


RANELAGH SCHOOL



Lunchtime Controller





Dear Colleague

Thank you for your interest in the post of Lunchtime Controller role at Ranelagh School. In this letter, we aim to provide you with some further insight into our school and our priorities.

Our school has an excellent reputation at local and national level. The last inspection by Ofsted in 2015 judged us to be outstanding in all areas. This was our fourth outstanding report and, whilst we are very proud of this achievement, we are in no way complacent.

In addition to excellence in terms of academic outcomes, our purpose is to provide a supportive, stimulating and secure environment in which young people can thrive. As such we seek to employ inspirational and energetic staff, committed to the school's ethos. In return, we aim to provide opportunities for continuing professional growth and development for all staff, beginning with a well-established induction programme.

Given that we spend such a significant proportion of our time in the workplace, it is important to take pride and pleasure in what we do here. Teaching and non-teaching staff collaborate well. They are mindful of one another's well-being and there is a strong sense of collective purpose.

If you are interested in learning more about the role, then please do contact me. If you would like to apply, please submit your application using the form available on the website www.ranelagh.bracknell-forest.sch.uk

We look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tim Griffith'.

Mr Timothy Griffith
Headteacher

JOB DESCRIPTION

Job title	Lunchtime controller
Hours	12.25pm – 2pm term time only
Salary	(BGJ) £9.68 per hour, includes London weighting (plus holiday addition)
Contract	Casual contract
Pension	Eligible for the Local Government Pension Scheme
Accountable to	The post holder will be accountable to the Head of Finance and Operations
KEY FUNCTIONS OF THE ROLE	
General Responsibilities	<ol style="list-style-type: none"> 1 To implement the aims and ethos of the school. 2 To attend meetings for non-teaching staff as and when required, plus in-service training as appropriate. 3 To encourage a stimulating, secure, safe, orderly and attractive environment. 4 To actively support the school in a public forum within the guidelines of the Code of Practice, Every Child Matters and Equality Act 2010, to support students with special educational needs without discrimination. 5 To ensure the implementation of school/departmental policies and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate person. 6 To maintain practices which lead to the highest possible standards.
Specific Responsibilities	<ol style="list-style-type: none"> 1 To work alongside other staff to promote an orderly and pleasant meals service. 2 Assist in supervision of students in the dining hall to maintain health, safety, good conduct. 3 Support queue control. 4 Encourage students to select/ eat healthy balanced meals. 5 Encourage students to leave tables clean and the areas tidy. 6 Clean up spillages of food/ liquid. 7 Wipe down tables and clean dining areas between meals. 8 Sweep floor in dining hall after lunch service. 9 Ensure appropriate disposal and removal of recycling/ food waste.

ROLES AND RESPONSIBILITIES OF ALL RANELAGH STAFF

As members of a cohesive team, all staff have a common section to their job description which identifies their general responsibilities.

- 1 To implement the aims of the school
- 2 To contribute to school reviews, evaluation and forward planning and actively to support the implementation of the school development plan
- 3 To ensure the implementation of all school policies
- 4 To ensure that all safeguarding procedures are understood and implemented
- 5 To maintain practices which lead to the highest standards of teaching and learning, pastoral care and guidance
- 6 Actively to maintain order and discipline in the school as well as to reward good conduct
- 7 To attend meetings as and when required according to responsibility and to communicate effectively with colleagues
- 8 To attend in service training sessions as appropriate and work with advisory staff
- 9 To liaise with parents and governors as appropriate
- 10 To encourage a stimulating, secure, safe and attractive environment
- 11 Actively to support the school in a public forum.

ETHOS AND AIMS OF RANELAGH SCHOOL

Ethos

Recognising its historic foundation, the school is committed to preserving and developing its religious character in accordance with the principles of the Church of England and in partnership with churches at parish, deanery and diocesan levels.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its students.

The school aims to provide a supportive, stimulating and secure environment where high standards of learning and personal responsibility are expected and achieved and where every member of the school community is respected and valued.

Aims

- 1 To provide the environment, stimulus and opportunities which will encourage and enable every individual to discover and fulfil their potential.
- 2 To enable each individual to develop confidence and self-esteem, and to encourage self-reliance, self-discipline and corporate responsibility both in school and in the wider community.
- 3 To develop each student's capacity to take responsibility for his/her own learning and to work constructively as a member of a group or a team.
- 4 To provide opportunities for each student to participate in and enjoy a range of cultural, creative, practical, physical and social activities and to develop their knowledge and skills in these areas. To provide opportunities for moral and spiritual development.
- 5 To ensure that each student leaves school with qualifications and achievements commensurate with his/her ability, with the knowledge, skills, attitudes and values which will provide the confidence to lead a fulfilled and responsible life, and with an awareness that learning is a lifelong process.
- 6 To educate all students through a broad and balanced curriculum which will prepare them effectively for adult life in a multicultural society and an interdependent, changing world.

Please complete our application form with a covering letter in which you summarise why you are suitable for the post and send it to recruitment@anelagh.bracknell-forest.sch.uk or by post to:

HOW TO APPLY

Please send a completed application to

Mr Timothy Griffith
Ranelagh School,
Ranelagh Drive, Bracknell RG12 9DA
recruitment@bonitas.org.uk

Please note that CVs cannot be accepted