



St Albans  
High School  
for Girls

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PREP

Lunchtime Supervisor/s

LOOKING  
FOR A NEW  
CHALLENGE?

Applications to be reviewed upon receipt and interviews arranged accordingly.

Once a suitable candidate is found the advert will be withdrawn, please therefore submit your application without delay.



## WELCOME TO STAHS!

We are very proud of our warm and vibrant community of ambitious young people, caring and talented staff and supportive alumni and parents.

St Albans High School (we call it STAHS) is a thriving independent day school for girls aged 4 to 18. We are selective at all points of intake, and we are consistently ranked amongst the best independent schools in the UK.

Our Prep School is home to 328 girls from Reception to Year 6 and is based in the leafy village of Wheathampstead, just five miles from St Albans. With 18 acres of field and woodland, every child has the opportunity to get muddy in the outdoors, to play, to develop her passion for learning and to have fun.

Our Senior School of 820 girls from Year 7 through Year 13 is in the historic city of St Albans, only 25 minutes by train from Kings Cross/London St Pancras. The campus has a visible and audible buzz, bustling with difference; difference of opinions, difference of ambitions and difference of interests.

It is my privilege to lead a team of outstanding colleagues devoted to preparing the young people in our care to live lives of consequence, making a meaningful impact on the world. We work together in a warm and grounded spirit that is uniquely 'STAHS'. Please do see the [Head's Welcome](#) on our website to find out why STAHS is such a special place.

Mrs Amber Waite, BSc Rutgers, MSc Oxon  
Head

# THE SCHOOL

STAHS opened in a converted hospital on Holywell Hill, St Albans in 1889, one of many similar schools which were being established for the education of girls towards the end of the nineteenth century. The School transferred to its current site on Townsend Avenue in the heart of the city in 1908, with the Prep School subsequently moving to the village of Wheathampstead in 2003. STAHS maintains close links with the diocese of St Albans through the Bishop and the Dean, the latter being an ex officio governor of the School. We are affiliated to the Church of England, and we welcome girls and staff of all faiths or none.

The school roll is very healthy, with most year groups at or near capacity. We are always developing our facilities to ensure that we provide a modern and accessible working environment for our entire community. Our Prep School has a broad and rich curriculum to ignite every girl's interest whether it is in science, humanities, languages or creative arts. Our curriculum is well suited to our able girls' abilities and we move ahead of national expectations. The girls embrace challenges and their enthusiasm for learning is impressive. They enjoy studying alongside friends and are given opportunities to learn independently whenever possible.

Our rural site in Wheathampstead provides a backdrop for the happy and healthy education that we offer the Prep school girls. Our focus on breadth and challenge enables our girls to achieve well within a supportive community where individual talents can flourish. Our pupils and staff are proud of their school and of each other, and this culture of mutual respect and support forms the very core of our identity.

As a member of staff, you will be encouraged to develop your skills and experience through our extensive professional development programme and you will find yourself quickly part of a friendly and welcoming community where both adult and child wellbeing are prioritised.

Mrs Judy Rowe B.Ed (Hons) Durham  
Head of Prep







## THE ROLE

The role of the Lunchtime Supervisor is to secure the safety and welfare of pupils during the mid-day break. This will involve effective supervision of pupils in and about the premises of the school.

This is a permanent position, offered on a part-time basis, term time only (35 weeks per year). The working hours are 12.00pm – 1.30pm Monday – Friday. A combination of these days can be considered for the right applicants.

The preferred start date for this position is ASAP.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

# RESPONSIBILITIES

The key responsibilities for this post are detailed below;

## KEY RESPONSIBILITIES:

- Supervising pupils in the lunch hall, outside on the playground or in their classrooms during wet lunch breaks.
- Encouraging positive play.
- Actively interacting with pupils and engaging in purposeful play activities.
- Dealing with any inappropriate behaviour in line with school policies.
- Ensuring the safety, welfare and good conduct of pupils, ensuring that pupils move safely around the building and premises.
- Ensuring any issues are dealt with in a positive and thoughtful manner and where appropriate, deciding which issues should be raised with relevant staff.
- Assisting with dining room duties, e.g. cleaning up spillages, ensuring tables are clean etc.
- Administering basic First Aid.
- Challenging any strangers who may enter school premises in accordance with school guidelines and report to office and senior staff.
- Organising pupils queuing at lunchtime and their movement in and out of the dining room and playground, ensuring excellent behaviour and a calm atmosphere.

Successful candidates will demonstrate the following:

- Experience working with children or in a school.
- A passion for working with a variety of different people, creating a positive, welcoming and professional environment, and helping others.
- The ability to work flexibly, under pressure and be a team player.
- The enthusiasm and energy required to work with staff and children in our school.
- Basic knowledge of first aid or a willingness to complete an emergency first aid course.
- To be a positive, willing and adaptable member of the team at all times.
- Always be punctual by maintaining high standards of time keeping and reliability.

# PERSON SPECIFICATION

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

- |                               |  |
|-------------------------------|--|
| QUALIFICATIONS AND EXPERIENCE | <ul style="list-style-type: none"><li>• Experience of working in a similar role desirable but not essential.</li><li>• Experience of working with / supervision of young children.</li><li>• Basic First Aid desirable, but not essential as training will be given.</li></ul>   |
| SKILLS                        | <ul style="list-style-type: none"><li>• Strong interpersonal skills.</li><li>• Excellent communication skills.</li><li>• Ability to work flexibly alongside colleagues.</li><li>• Good problem solving ability.</li></ul>  |
| PERSONAL QUALITIES            | <ul style="list-style-type: none"><li>• Personal warmth, good rapport with pupils, colleagues and parents.</li><li>• Ability to handle situations with discretion, tact and diplomacy.</li><li>• Reliability.</li><li>• Confident in approach to any inappropriate behaviour.</li><li>• Appropriate levels of personal presentation.</li></ul>   |
| PHILOSOPHY AND ETHOS          | <ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children.</li><li>• Contribute positively to the overall ethos, objectives and aims of the School.</li></ul> |
| HEALTH AND SAFETY             | <ul style="list-style-type: none"><li>• Support Health and Safety training initiatives and to actively participate in this area.</li></ul>   |

## THE PACKAGE

- SALARY
- Actual salary £2,835.75 per annum  
(Based on £9.50 per hour for 7.5 hours per week, term time only 35 weeks per year, plus 4.8 weeks holiday pay)
- PENSION
- Generous Pension Scheme
- BENEFITS
- Tuition fee remission for children of the employee\*
  - Free use of sports facilities, including gym\*
  - Death in service benefit
  - Annual flu immunisation

*\* Conditions apply*





# APPLICATION PROCESS

## HOW TO APPLY

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

To apply for this position, please download and fully complete the application form on the Vacancies page of our website;

[www.stahs.org.uk/vacancies](http://www.stahs.org.uk/vacancies)

You may also wish to include a covering letter. Please note CVs alone will not be accepted.

The school is currently restricting visitors to the school site during the COVID-19 pandemic and therefore we request that you email your completed application form to our Human Resources Department at; [recruitment@stahs.org.uk](mailto:recruitment@stahs.org.uk) If for any reason you are unable to email your application and wish to deliver or post a hard copy of your application to us please contact our HR team to make arrangements to do this in the first instance, in order that we can ensure your application reaches us safely.

Prior to applying please read the Application Form Guidance notes contained within this Information Pack. Details of our Recruitment Process are below. All questions regarding the STAHS Application and Recruitment Process must be directed to the School's Human Resources Department on [recruitment@stahs.org.uk](mailto:recruitment@stahs.org.uk).

Applications to be reviewed upon receipt and interviews arranged accordingly. Once a suitable candidate is found the advert will be withdrawn, please therefore submit your application without delay.







## APPLICATION FORM GUIDANCE

Applications will only be accepted from candidates completing the STAHS Application Form in full. CVs will not be accepted in substitution for completed Application Forms. Application Forms can be completed electronically or in hard copy. If completed in hard copy, they should be emailed or posted to the school for the attention of the Human Resources Department.

As jobs within the School involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of eight AND to those who are directly concerned in the management of that childcare.

STAHS takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

STAHS has a legal duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

# RECRUITMENT PROCESS

## INVITATION TO INTERVIEW

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff, one of which will hold accredited Safer Recruitment training status. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

The interviews may be conducted remotely due to the Covid-19 pandemic and government guidelines at that time, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring each of the following with them:

- A passport or current driving license including a photograph. If interviews are conducted remotely, candidates will be required to scan and email a copy of this to the HR Department ahead of their interview.
- Full birth certificate.
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address.
- Where appropriate any documentation evidencing a change of name.
- Evidence of right to work in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. If you do not have the required documentation please contact our Human Resources Department on [recruitment@stahs.org.uk](mailto:recruitment@stahs.org.uk) and a full list of valid ID will be provided.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received).
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK.
3. Satisfactory completion of Prevent training, Child Protection training and KCSIE questions before joining the School.
4. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
5. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State.
6. Verification of professional qualifications.
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant.
8. Where the successful candidate has worked or been resident overseas within the last five years, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered.
9. Satisfactory medical fitness.
10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

Any delays to the receipt of paperwork / documentation which affect the clearance of pre-employment checks will result in a delayed start date.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role ie proposed workload, extra-curricular activities, layout of the School.

STAHS is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.



## REFERENCES

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form.

Any inconsistencies will be discussed with the candidate.

## CRIMINAL RECORDS POLICY

The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

## FEEDBACK

Due to the volume of applications received, we are unable to provide feedback on an individual basis except for candidates who have been interviewed.

## RETENTION AND SECURITY OF RECORDS

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than six months.





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Tel: 01727 853 800

[www.stahs.org.uk/vacancies](http://www.stahs.org.uk/vacancies)



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