

# West Lodge School

**Location:** 36 Station Road, Sidcup, Kent, DA15 7DU  
**Contract Type:** Fixed-term for 1 year (Term Time only)  
**Salary:** £9.79 per hour  
**Post Start Date:** 05/09/2022  
**Closing Date:** 30/06/2022

We are seeking to appoint a Midday Supervisor to join our existing team of Midday staff. The Midday Supervisor will be responsible for canteen and lunch playtime supervision (in the playground) for 1 hour a day (12:30pm-13:30pm).

West Lodge School is a non-selective independent preparatory school with small class sizes, a reputation for high standards and a family ethos. For further information about the West Lodge School please visit the school website: [www.westlodge.org.uk](http://www.westlodge.org.uk)

West Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.

West Lodge School is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the School and potentially constitutes misconduct.

For further information about the school, please visit: [www.westlodge.org.uk](http://www.westlodge.org.uk).

Further details about this vacancy, including the Job Description and Person Specification, are available to download from the downloads section below. Alternatively, if you wish to discuss the position, please contact Mrs Whyte on 020 8300 2489 or at [bursar@westlodge.org.uk](mailto:bursar@westlodge.org.uk).

## How to apply

To apply for this vacancy please download and complete the application form, available from the downloads section below, paying particular attention to Section 4 of the form; to indicate how you satisfy the criteria set out in the Person Specification.

Applications should be submitted to [bursar@Westlodge.org.uk](mailto:bursar@Westlodge.org.uk). Alternatively, paper applications should be sent to West Lodge School, 36 Station Road, Sidcup, Kent, DA15 7DU. CVs will not be accepted. The closing date for applications is 30/06/2022 and interviews are scheduled for 04/07/2022.

Only applicants shortlisted for interview will be contacted.

References will be requested for applicants shortlisted prior to interview.

Applicants invited to interview stage will be required to complete a Self-Disclosure form.

Further vetting checks including an Enhanced Disclosure with a check of the Barred List, obtained through the Disclosure and Barring Service, will be required on provisional offer.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English Language Requirement for Public Sector Workers. West Lodge School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the JD/Person Specification. These will be applied during the recruitment/selection and probationary stages.