

## SUPPLY LUNCH SUPERVISOR – British International School of Stockholm

### Safeguarding

The British International School of Stockholm is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to relevant police checks, the receipt of satisfactory references and the production of relevant original ID documentation and examination certificates. The successful candidate must also be willing to undergo child protection training appropriate to the post.

### About BISS

Established in 1980, the British International School of Stockholm (BISS) is an all-through international school with a vibrant community of students from over 50 countries aged 3-18 years. Our holistic philosophy emphasises both the intellectual and personal development of our students. We provide a strong pastoral system, broad curriculum and exciting enrichment opportunities to meet the needs of a diverse student population. Meeting internationally recognised standards of excellence, BISS is proud to be an accredited member of the Council of British International Schools (COBIS).

Situated in the Danderyds Kommun area, BISS develops on two campuses: Altorp (Östra Valhallavägen 17, Djursholm), which hosts students from nursery to year 4, and Ekeby (Rinkebyvägen 4, Danderyd), which hosts students from year 5 to year 13.

### Our members of staff

Like our student body, BISS employees - currently more than 140 - come from many different countries and a rich range of backgrounds. BISS's vision is to empower people to be their best and we strongly believe in this not only for our students, but for our staff as well. Among many others, our core values are curiosity, resilience, and respect - fundamental characteristics that we admire and look for in all our members of staff.

### Job Details

<b>Job title:</b>	Supply Lunch Supervisor
<b>Employer:</b>	British International School of Stockholm (BISS)
<b>Location:</b>	Stockholm, Sweden ( <a href="#">Altorp Campus</a> and <a href="#">Ekeby Campus</a> )
<b>Contract type:</b>	Hourly - Term Time
<b>Contract term:</b>	Temporary / daily as required
<b>Working hours:</b>	Between 9.30 and 14.30, Monday to Friday, term time only
<b>Job starts:</b>	As soon as possible

## About the job

We are looking for a hard-working team player to join our lunchtime kitchen staff to cover absences and support our daily routines. Responsibilities include supervising children during lunch, collaborating with kitchen staff to ensure the smooth running of lunchtime, serving food, and maintaining cleanliness and functionality of the kitchen. Our ideal candidate has strong interpersonal skills and is reliable, punctual, and confident working with children.

The supply lunch supervisor will be expected to collaborate with our kitchen teams at both the Altorp Campus and the Ekeby Campus, depending on what is required. Candidates should be prepared to commute to either campus as needed. While both teams operate similarly, there may be variations in routines to accommodate different kitchen spaces and age groups (Altorp serves students aged 3 to 9, while Ekeby serves students aged 9 to 19). The supply lunch supervisor will receive detailed briefings on these routines and will be supported in gaining a comprehensive understanding of both kitchens.

For the right candidate, there might be the potential for a full-time position in one of our school kitchens if it became vacant.

## Responsibilities

- Preparing and serving food, being aware of dietary requirements and allergies
- Organising and cleaning lunch room and kitchen areas
- Encouraging good behaviour and manners
- Supervising children during break time in the school's playground areas (only at the Altorp campus)

The job can involve a lot of standing and walking, as well as heavy lifting.

## Professional expectations

- Contribute to the overall ethos, work and aims of BISS
- Carry out duties in an effective, efficient and economic manner
- Act as a responsible adult role model for pupils
- Be a positive member of the school staff
- Attend training courses as required

## Minimum qualifications

- Be eligible to live and work in Sweden (or have EU citizenship)
- Being a flexible team player with good interpersonal skills
- Good spoken and written English
- Ability to follow instructions and procedures effectively

- Reliability and punctuality
- Basic knowledge of food safety and hygiene practices

### Preferred qualifications

- Previous experience working with children
- Previous experience in a similar role, such as lunchtime supervision or food service
- Certification or training in food handling and safety
- Familiarity with kitchen equipment and basic maintenance procedures
- Strong organisational skills and the ability to multitask effectively

### Application Procedure

Please send the following documents to [recruitment@bisstockholm.se](mailto:recruitment@bisstockholm.se), putting “**Supply Lunch Supervisor**” as the email subject:

- A completed BISS application form, written in English - this is found on our [website](#)
- A letter of application
- CV including details of two professional references

Successful candidates will be invited for an interview.

### Closing date

Interviews will be scheduled on an ongoing basis.

Please contact [recruitment@bisstockholm.se](mailto:recruitment@bisstockholm.se) for any queries about this role. For further information about the British International School of Stockholm, please visit our [website](#).