



**MIDDAY SUPERVISOR
WATERHOUSES CE PRIMARY ACADEMY
PERMANENT**

6.25 hours per week, 38 weeks per year

We are seeking to appoint a midday supervisor to start as soon as possible. The hourly rate of pay would be £8.49 (£16,394 FTE). The role would be Tuesday to Friday term time from Noon to 1.15pm.

Duties Include:

- Supervising pupils in the dining hall
- Assisting pupils with their general hygiene (eg. washing hands etc.)
- Encouraging good behaviour and table manners in the dining hall
- Cleaning up any spillages
- Occupying pupils in various games and activities in the playground
- Assist with cleaning the dining hall at the end of lunchtime
- Any other duties as and when required

Applicants must have good communication skills, patience, enjoyment of children's company, a very positive and practical outlook and lots of common sense. A willingness to play with children is essential.

If you or someone you know would be able to help us out and would be interested in the role, even if you would not be able to cover every day, please do submit an application. If you wish to visit the school, please telephone the school office on 01538 308356 to make an appointment.

At QEGSMAT we believe and promote that exceptional workforce create exceptional results; they transform lives and transform futures. They support every pupil to achieve their full potential and become a confident, resilient and compassionate individual who can make a positive contribution to society.

QEGSMAT is committed to providing first-rate training and development to all of our staff within this evolving Trust. We are committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear DBS check to an enhanced level.

If you would like to apply for this vacancy, please visit www.qegsmat.com where you will find the application form and recruitment pack.

To apply for this position please send your completed application form to hr@qegsmat.com .

Closing Date: Tuesday 26th March 2019 4pm

Interview Date: w/c Monday 1st April 2019

Salary: £8.49 per hour (£16,394 FTE)

Start Date: As soon as possible



JOB DESCRIPTION

POST:	Midday Supervisor
GRADE/SALARY	Scale 1, SCP 6
WEEKLY HOURS	6.25 per week
WEEKS PER ANNUM	38
POST OBJECTIVE:	To ensure the safety and welfare of students during the lunchtime break.

DUTIES AND RESPONSIBILITIES:

- Supervise students throughout the mid-day break;
- To patrol the dining hall throughout the lunch period promoting good behaviour and a calm atmosphere;
- Ensure students clear their tables of dirty dishes and dispose of their litter in the receptacles provided;
- To wipe clean dining tables and clean up any spillages hazardous to students and staff;
- To patrol the school gates ensuring students do not leave the site without permission/authorisation;
- Deal with any unacceptable/challenging behaviour in line with school policy;
- Support the school by enforcing all school rules.

METHODS OF WORKING

The post holder must:

1. Maintain confidentiality and observe data protection and associated guidelines where appropriate;
2. To maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
3. Understand and comply with the school's Health and Safety Policy in the performance of their duties and responsibilities;
4. Carry out the duties of the post in compliance with the school's Equal Opportunities Policy;
5. Understand and comply with all other relevant school policies;
6. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's professional development and supervision arrangements;
7. Undertake any necessary training associated with the duties of the post;
8. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



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PERSON SPECIFICATION MIDDAY SUPERVISOR

	ESSENTIAL	DESIRABLE
SKILLS & ABILITIES	<p>Ability to relate well to children</p> <p>Ability to work flexibly</p>	<p>Ability to carry out manual handling tasks</p>
EXPERIENCE & KNOWLEDGE	<p>Working in a team</p>	<p>Working with children</p> <p>Managing the behaviour of children</p> <p>Health and Safety</p>
OTHER	<p>Committed to personal and professional development with a willingness to undertake training necessary to enhance service delivery</p>	