



## Midday Supervisor

### City of Derby Academy

**Required to work 7 hours 30 minutes per week, 38 weeks per year**

QEGSMAT is seeking to appoint an enthusiastic and experienced person to work at the City of Derby Academy [CODA] as a Midday Supervisor. CODA is an 11-16 school whose educational philosophy is to improve the life chances of all of our students. The school is rapidly improving and is a rewarding and exciting place to work.

The City of Derby Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional development appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has excellent transport links and enjoys state of the art resources.

You will be working with a dynamic and committed team who embed excellence in everything they do.

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 be part of this exciting school community, please visit [www.qegsmat.com](http://www.qegsmat.com) where you will also find the job description and application forms. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications:** 27<sup>th</sup> November 2019

**Interview date:** 10<sup>th</sup> December 2019

**Salary:** Scale 1 - £17,364 - £18,065 FTE (pro rata £2,887 - £3,004 per annum)

**Start date:** To be discussed at interview



## Job Description

<b>Post title:</b>	Midday Supervisor
<b>Reporting to:</b>	Business Officer
<b>Scale:</b>	Scale 1
<b>Weekly Hours</b>	7 hours 30 minutes
<b>Responsible for:</b>	To ensure the welfare and safety of students during lunchtime in a clean and welcoming manner.

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### Main Duties:

- Ensure a good standard of behaviour is maintained throughout the lunchtime period.
- To report any matters of concern regarding pupil behaviour to SLT on duty.
- Put out all barriers outside the dining hall.
- Wipe all tables.
- Set up the clearing station.
- Put the bins out around the hall.
- Find out what is on offer for dinner and explain to the children if they need help.
- Hand out tickets to children and direct them to tills to support even flow.
- Manage the sandwich queue.
- Manage the dinner queue.
- Wipe all trays when on the clearing station.
- Supervise the children throughout the service in conjunction with staff on duty.
- Deal with spillages throughout service.
- At the end of lunch service – wipe and clear tables and chairs at the top end of the dining hall first to assist with the tables being dismantled.
- Wipe and clean tables and chairs in the Bistro area
- Sweep the floor (including the hot food counter)
- Wash the bins out and replace bin liners.
- Any other responsibilities deemed appropriate to the level of post.

### 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.



## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children.</li> <li>• Ability to work flexibly.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to carry out manual handling costs</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work in team and self-manage</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children</li> <li>• Managing the behaviour of children</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Professional approach to work</li> <li>• Accuracy and attention to detail</li> <li>• Ability to work under pressure and to deadlines</li> <li>• Ability to make decisions</li> <li>• Discretion/confidentiality</li> <li>• Reliability</li> </ul>	