



## **QUEEN ELIZABETH'S GRAMMAR SCHOOL**

### **Lunchtime Supervisor**

**Required to work 7 hours 5 minutes per week (Tuesday, Wednesday and Friday - 1.05pm – 2.30pm) (Mondays and Thursdays – 12.30pm – 13.55pm)**

The Governors are seeking to appoint a Lunch time Supervisor on a permanent basis to ensure students enter and leave the Dining Hall in an orderly way and to supervise them during lunch-time.

Queen Elizabeth's Grammar School is an 11-18 Comprehensive School in the picturesque town of Ashbourne. The school enjoys an excellent reputation within the local community. Academic standards are already very high in all key stages but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

Queen Elizabeth's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further information and an application pack please visit our website [www.queenelizabeths.derbyshire.sch.uk](http://www.queenelizabeths.derbyshire.sch.uk) and click on Job Opportunities or telephone 01335 343685 asking for Human Resources.

**Closing date for applications: Monday 30<sup>th</sup> October 2017 Noon**

**Proposed Interview date: W/C 6<sup>th</sup> November 2017**

**Actual Salary: £7.50 per hour**



### **JOB DESCRIPTION**

POST:	Lunchtime Supervisor
RESPONSIBLE TO:	Senior Lunchtime Supervisor
GRADE/SALARY	Local Government SCP 5
WEEKLY HOURS	7 hours 5 minutes per week (Tuesday, Wednesday and Friday - 1.05pm – 2.30pm) (Mondays and Thursdays – 12.30pm – 13.55pm)
WEEKS PER ANNUM	38
POST OBJECTIVE:	To ensure the safety and welfare of students during the Lunchtime break.

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### **DUTIES AND RESPONSIBILITIES:**

- To supervise students throughout the Lunchtime break;
- To patrol the dining hall throughout the lunch period promoting good behaviour and a calm atmosphere;
- To 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;
- To 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.



## PERSON SPECIFICATION

### Lunchtime Supervisor

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