



Midday Supervisor

City of Derby Academy

Required to work 1 ½ hours 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 where you will also find the job description and application forms. Alternately, you can contact us at hr@qegsmat.com.

Closing date for applications: Wednesday 23rd October 2019 noon

Interview date: Tuesday 5th November 2019

Salary: Scale 1 - £17,364 - £18,065 FTE

Start date: To be discussed at interview



Job Description

Post title:	Midday Supervisor
Reporting to:	Business Officer
Scale:	Scale 1 - £17,364 - £18,065 FTE
Weekly Hours	1 hour 30 minutes
Responsible for:	To ensure the welfare and safety of students during lunchtime in a clean and welcoming manner.

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
Qualifications	• Ability to relate well to children. • Ability to work flexibly.	• Ability to carry out manual handling costs
Skills	• Ability to work in team and self-manage	• Working with children • Managing the behaviour of children
Personal Attributes	• Good interpersonal skills • Professional approach to work • Accuracy and attention to detail • Ability to work under pressure and to deadlines • Ability to make decisions • Discretion/confidentiality • Reliability	