



## **St John's CE Primary School**

### **Midday Supervisor**

**6.25 hours per week, 38 weeks per year**

St John's CE Primary School are seeking to appoint a Midday Supervisor.

Our school is in the village of Wetley Rocks in between Leek, Cheadle and Stoke on Trent. Our semi-rural location and single-form entry means we are a smaller school catering for approx. 190 3-11 years. Our school was built in the late 1990's and we have recently invested in our outdoor areas, developing our Forest School provision and more recently our playground equipment.

We are looking to develop the activities available to our pupils during their lunch time and are therefore seeking enthusiastic, outgoing role-models for our pupils.

St John's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

QEGSMAT is 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 role please apply via TES, the link can be found on our QEGSMAT website <https://www.qegsmat.com/currentvacancies/> and our school website <https://www.st-johns-wetleyrocks.staffs.sch.uk/> in the about us/vacancies section.

**Closing date for applications: 11<sup>th</sup> June 2021 9am**

**Proposed Interview date: w/c 14<sup>th</sup> June 2021**

**Actual Salary: Scale 1 £17,842 - £18,562 (pro-rated £2,480 - £2,580 per annum)**

**Start Date: As soon as possible**



## **JOB DESCRIPTION**

POST:	Midday Supervisor
RESPONSIBLE TO:	Head of School / SLT
GRADE/SALARY:	Scale 1
POST OBJECTIVE:	To ensure the safety and welfare of students during the Lunchtime break.

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### **DUTIES AND RESPONSIBILITIES:**

- Supervise students throughout the Lunchtime break;
- Supervise 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;
- Wipe clean dining tables and clean up any spillages hazardous to students and staff;
- 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. 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>SKILLS &amp; ABILITIES</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 tasks</li> </ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Working in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children</li> <li>• Managing the behaviour of children</li> <li>• Health and Safety</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Committed to personal and professional development with a willingness to undertake training necessary to enhance service delivery</li> </ul>	