



## **Midday Supervisor**

### **Chellaston Academy**

**5 hours 50 minutes per week, 38 weeks per year**

QEGSMAT are seeking to appoint a Midday Supervisor on a permanent basis, we are looking for the successful candidate to start September 2021.

Chellaston Academy is a large secondary school on the outskirts of Derby and enjoys an excellent reputation within the local community. Academic standards are already high in all key stages but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

#### **The application process:**

At present, we welcome school visits for interested parties, or if you wish to have an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call 01332 702502.

Further details about our school can be found on our website: [www.chellaston.derby.sch.uk](http://www.chellaston.derby.sch.uk).

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>.

To apply for this position please visit [www.qegsmat.com](http://www.qegsmat.com) where you can apply via TES. Alternately, you can contact us at [hr@qegsmat.com](mailto:hr@qegsmat.com).

**Closing date for applications: 16<sup>th</sup> July**

**Proposed Interview date: TBC**

**Actual Salary: Scale 1, point 1- 3 £17,842 - £18,562 FTE (pro-rated £2,315 - £3,408 per annum)**

**Start Date: September 2021**



## **JOB DESCRIPTION**

POST:	Midday Supervisor
RESPONSIBLE TO:	Senior Lunchtime Supervisor
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 lunch queues and ensure student entire venue safely and politely
- 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
- To patrol the school in agreed areas during lunchtimes when it is raining
- 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>	