



## HIGHWORTH GRAMMAR SCHOOL JOB DESCRIPTION & PERSON SPECIFICATION

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| <b>Job Description:</b> | Midday Supervisor   |
| <b>Employed for:</b>    | 10 hours per week term time only  |
| <b>Hours of work:</b>   | 12:00pm – 2:00pm Monday to Friday   |
| <b>Salary:</b>          | Kent Range 3  |
| <b>Responsible to:</b>  | Governance & Compliance Officer   |
| <b>Purpose:</b>         | To undertake duties to ensure effective supervision of students during the lunchtime break. |

| Accountabilities  | Indicative tasks/actions  |
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| Supervise students throughout the school during the midday break according to the instructions of the Headteacher or their representative in order to maintain efficient and effective discipline | Be pro-active in challenging inappropriate behaviour<br>Supervise queues waiting to enter the hub<br>Encourage students to clear all rubbish  |
| Organise the hub in such a way so that it is fit for purpose at all times   | Make sure the hub is left in a tidy condition and cleared   |
| Deal with minor accidents and spillages and report any serious incident to a senior member of staff immediately in accordance with the health and safety policy and practice                      | Liaise with cleaner/caretaker on duty<br>Be familiar with and keep up to date with the relevant aspects of the health and safety policy<br>Report injuries to the designated First Aider  |
| Undertake such additional duties that may be reasonably requested in order to assist with the smooth running of the school  | Prepare refreshment tray for Headteacher<br>Help clean the servery<br>Empty/refill dishwasher<br>Distribution of post<br>Shredding<br>Delivering messages/lost property to students<br>Administrative tasks in discussion with the Governance & Compliance Officer<br>To provide cover for the Tea Person during absence if required. |

### Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

## PERSON SPECIFICATION

|                             | <b>CRITERIA</b>   |
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| <b>QUALIFICATIONS</b>       | <p>Level 1 or Level 2 (or equivalent – GCSE A*-G). Recent school leavers will have evidence of basic educational achievements or qualifications.</p> <p>First Aid qualification would be an advantage</p>   |
| <b>EXPERIENCE</b>           | <p>You will not need previous specific experience but previous experience of working with children would be an advantage</p>  |
| <b>SKILLS AND ABILITIES</b> | <p>Ability to communicate with pupils during midday breaks e.g. to encourage healthy meal selection, oversee play activities.</p> <p>Ability to recognise and deal with emergency situations</p> <p>May require knowledge to enable the post holder be responsible for the safe use of equipment</p>  |
| <b>KNOWLEDGE</b>            | <p>Requires knowledge of school procedures for supervision of pupils during midday break and lunchtime activities where applicable</p> <p>Awareness of equalities and diversity issues – respecting the needs and views of other people</p> <p>Understanding of health and safety issues within the workplace, once these have been explained</p> |