



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Playground and Lunch Time Supervisor at Surbiton High Girls' Preparatory School</b>
<b>Reporting Line:</b>	Deputy Head – Pupil Development and Wellbeing
<b>Start Date:</b>	September 2018
<b>Tenure:</b>	Permanent, part-time – 36 weeks of the year Monday to Friday, 4 hours per day: 10:00am – 2:00pm
<b>Salary:</b>	Competitive

### Key Responsibilities:

- Supervising pupils at mealtimes - encouraging children to eat healthily, helping infants to open packaging or cut up food, and providing some social and educational training, such as good table manners.
- Cleaning up spillages, cleaning tables and clearing the dining area.
- Overseeing children in the playground or during wet play, and monitoring the safety and suitability of activities.
- Leading on group games and activities to ensure that all pupils feel safe, secure and included when on the playground.
- Show initiative when developing the pastoral support of pupils on the playground.
- Liaise with staff around specific pupils and issues.
- Use the rewards system to celebrate good, kind and respectful behaviour.
- Supervising children using toilet facilities – giving permission to older children and accompanying infants, checking they wash and dry their hands.
- Caring for the personal cleanliness of children.
- Maintaining order, cautioning children who misbehave and reporting unresolved problems to the duty teacher or head teacher.
- Making sure children who are ill or injured receive appropriate medical attention, and reporting any serious accidents.
- Carry out a site walk of the playground each week to ensure that the environment is safe and fit for purpose. Report any issues to a member of the front desk team.
- Light administrative duties eg photocopying, filing, laminating and maybe occasionally hear some of the younger girls read if need be.
- Carrying out any such duties as may be reasonably requested.



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## Person Specification

**The successful candidate will be likely to fit the following profile:**

- The ability to lead, inspire, motivate and support pupils and colleagues
- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A healthy sense of humour
- A team player with leadership qualities
- A reflective and flexible approach
- Organized and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- Committed to the Surbiton High School's ethos



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## To Apply

Please apply online by clicking on the following link:

<https://unitedlearning.current-vacancies.com/Jobs/Advert/1317373?cid=1567>

**Closing date for Applications:**

**8:00am, Tuesday 28 August 2018**

**Interviews to be held week commencing:**

**3 September 2018**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.  
For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1500 pupils aged between 4 and 18. Our Prep Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*