



## **Midday Supervisor**

**Queen Elizabeth's Grammar School  
8 hours 20 minutes per week, 38 weeks per year  
Permanent  
£3,397 - £3,500 Pro Rata (Scale 1 £18,333- £18,887 FTE)**

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

The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this. Queen Elizabeth's Grammar School Ashbourne Academy is an 11-18 Comprehensive School in the picturesque town of Ashbourne. The school enjoys an excellent reputation within the local community. Academic standards are already very high in all key stages but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

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>

If you are interested in this position, please visit our QEGSMAT website where you can apply via TES.

<http://www.qegsmat.com/current-vacancies/>

**Closing date for applications: Tuesday 27<sup>th</sup> April 2022, 9am**

**Proposed Interview date: Friday 6<sup>th</sup> May 2022**

**Actual Salary: £3,397 - £3,500 Pro Rata (Scale 1 £18,333- £18,887 FTE)**

**Start Date: As soon as possible**



## **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 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. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



**QEGSMAT**

**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> |                                                                                                                                                      |