



Midday Supervisor

St. John's Primary School

Permanent

3.75 hours per week

(Monday, Thursday & Friday – 1.25 hours per day)

38 weeks per year

Scale 1 - £22,366 - £22,737 FTE (£1,875 - £1,904 Pro rata)

QEGSMAT are seeking to appoint an enthusiastic Midday Supervisor to join our hardworking and high achieving team at St. John's Primary School.

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.

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.

St. John's Primary School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.

- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 26.2% for Staffordshire support staff.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01782 550309. Further details about our school can be found on our website: www.st-johns-wetleyrocks.staffs.sch.uk

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

Closing date for applications: Sunday 10th December 2023

Interview date: To be confirmed

Salary: Scale 1 - £22,366 - £22,737 FTE (£1,875 - £1,904 Pro rata)

Potential Start date: 8th January 2024 (subject to clearance checks)



JOB DESCRIPTION

Post Title: Midday Supervisor

Reporting to: Head Teacher

Scale: Scale 1 - £22,366 - £22,737 FTE (£1,875 - £1,904 Pro rata)

Disclosure Level: Child Workforce - Enhanced, Childs Barred list

DUTIES AND REONSIBILITIES:

- 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.
- Occupying pupils in various games and activities in the playground
- Assist with cleaning the dining hall at the end of lunchtime and tidying away tables/benches
- Any other duties as and when required

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 - Midday Supervisor

	ESSENTIAL	DESIRABLE
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to relate well to children • Ability to work flexibly 	<ul style="list-style-type: none"> • Ability to carry out manual handling tasks
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Working in a team 	<ul style="list-style-type: none"> • Working with children • Managing the behaviour of children • Health and Safety
OTHER	<ul style="list-style-type: none"> • Committed to personal and professional development with a willingness to undertake training necessary to enhance service delivery 	

PRINT NAME _____

SIGNATURE _____

DATE _____