



Support Staff Job Description

Job Title: Lunchtime Supervisor	Grade: 1 Scale Point: 1-3 Line Manager: Receptionist, First Aid and Midday Supervisor Manager
Working Time: 12:30pm – 2.00pm Shift pattern: 5 days per week during term time only	
MAIN PURPOSE To monitor the dinner queues in the Small Hall then patrol around the school; provide first aid support for Reception.	
SUMMARY OF RESPONSIBILITIES AND DUTIES In Foyer from c.12.30pm-1.10pm: <ul style="list-style-type: none">• Collect school mobile telephone from Reception to maintain communication.• Monitor dinner queues to ensure controlled movement of students purchasing lunch.• Ensure good behaviour and correct attire of students whilst they are queuing.• Assist Independent Catering staff as required, for example, if tills not working correctly. Around school from c.1.10pm-1.35pm: <ul style="list-style-type: none">• Patrolling around form rooms, corridors and external areas (e.g. Quads) to monitor behaviour of students during lunch break.• During inclement weather, ensuring the students are not playing outside; observing their behaviour in classrooms to minimise disruption.• Reporting any safeguarding concerns or behaviour issues to either a Head of Year (HOY) or member of the Senior Leadership Team (SLT).• Administering first aid as required by Reception.• Encouraging any remaining students to finish up in the Small Hall to enable the Midday Supervisors to clear up.• Delivering any bags or belongings left behind by students to Reception. In Foyer from c.1.35pm-1.50pm: <ul style="list-style-type: none">• Encouraging students to return to classrooms promptly for afternoon registration.• Ensuring students are tidy in appearance and behaving sensibly.• During Public Examinations, assisting the Midday Supervisors with the clearing of the Small Hall/Room 19 to ensure that the area is cleared by 1.45pm.	
RESPONSIBILITIES <ul style="list-style-type: none">• Maintaining order during the lunch period.• Duty to report any safeguarding concerns promptly.• Ensuring first aid skills are kept up to date and maintaining accurate records of first aid given.	

OTHER (finance, resources, performance management, staff supervision)**General:**

- Adhere to the Staff Handbook and School Policies.
- Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance.
- Undertake any other reasonable duties requested/assigned as required by SLT or Line Manager.

EQUALITIES

Implementation of the school's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

	Date	Name
1. Date drawn up		
2. Agreed by Post Holder		
3. Confirmed by Line Manager		

Personal Qualities, Skills and Experience

Our **ideal** candidate will have the following personal qualities and skills:

- Confident communicator and unafraid to address large groups of pupils
- Approachable and supportive
- A 'can-do' attitude
- Reliability
- Able to apply initiative and work under minimal supervision
- Able to liaise well with different stakeholders including pupils, teachers and support staff

Safeguarding Children

Please note that St. Olave's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.

Application process

The closing date for applications is **Monday 9 September 2019 at 12 noon**. Please apply by submitting a completed St. Olave's Grammar School application form to ttaylor@saintolaves.net

Start Date: As soon as possible.

Post details

The hours are essentially 7.5 hours per week, 12.30pm – 2.00pm Monday to Friday, term time only (38 working weeks).