



**Midday Supervisor**  
**Queen Elizabeth's Grammar School, Ashbourne Academy**  
**8 hours 20 minutes per week, 38 weeks per year**

We are looking for a highly motivated and enthusiastic person to undertake midday supervisor duties at Queen Elizabeth's Grammar School to work Monday to Friday on a permanent basis.

As an integral part of the midday supervisor team, you will be responsible for supervising students, the dining hall, promoting good behaviour, dealing with any unacceptable behaviour in line with the school policy and supporting the school by enforcing the school rules.

You will be working with a team committed to embedding excellence in everything we do.

We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

Queen Elizabeth's Grammar School Ashbourne Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**If you would like to be part of this exciting school community, please contact Miss Natalie Jones, PA to the Headteacher by email [jones@qegs.email](mailto:jones@qegs.email) or telephone 01335 343685 for more information about the role and how to apply, alternatively send a letter to the above email to tell us a bit about your self/experience and we will be in touch.**

Closing date for applications:	Friday 12 <sup>th</sup> November 2021 9am
Interview date:	19 <sup>th</sup> November 2021
Salary:	Scale 1, £3,306 - £3,439 Pro Rated (£17,842 - £18,562 FTE per annum)
Start date:	To be discussed at interview



### **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. To 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>	