



## **Midday Supervisor**

**Queen Elizabeth's Grammar School**

**6 hours 40 minutes per week, 38 weeks per year**

**Permanent**

**Scale 1 - £22,366 - £22,737 FTE, (£3,332 - £3,388 Pro rata)**

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.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School, Ashbourne Academy is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

Queen Elizabeth's Grammar 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?**

- Automatic pay progression (having removed performance-related pay for all our employees)
- 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 23.68% for 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 School/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 Natalie Jones on 01335 343685.

Further details about our school can be found on our website:

<https://www.queenelizabeths.derbyshire.sch.uk/>

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

Appointment is subject to a clear DBS check to an enhanced level.

**Closing date for applications: Thursday 14<sup>th</sup> December 2023 @ Midday**

**Proposed Interview date: TBC**

**Actual Salary: Scale 1 - £22,366 - £22,737 FTE, (£3,332 - £3,388 Pro rata)**

**Start Date: As soon as possible**



### **JOB DESCRIPTION – Midday Supervisor**

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.



## 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>	