Castle View Primary School

Midday Supervisor

5 hours per week, 38 weeks per year

Castle View Primary School are seeking to appoint a Midday Supervisor.

Our school is in the town of Matlock, on the edge of the Peak District overlooking the impressive Riber Castle. The main school building dates back to the late 1800s, but has had many alterations and additions since then. We are an extensive site, with our own separate Hall, Dining Kitchen, playing field and Key Stage 1 and 2 buildings, as well as a purpose built Nursery. We host a daily breakfast club and a range of after school clubs, as well as weekly enrichment groups which consist of; singing, drumming, cookery, outdoor learning, craft, sports and young enterprise.

Castle View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

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

If you would like to apply for this role please apply via TES, the link can be found on our QEGSMAT website https://www.qegsmat.com/currentvacancies/.

Closing date for applications: 7th October 2020

Proposed Interview date: 10th October 2020

Actual Salary: Scale 1 £17,842 (pro-rated £1,978 per annum)

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.

DUTIES AND REPONSIBILITIES:

- 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
SKILLS & ABILITIES	• Ability to relate well to children • Ability to work flexibly	• Ability to carry out manual handling tasks
EXPERIENCE & KNOWLEDGE	• Working in a team	• Working with children • Managing the behaviour of children • Health and Safety
OTHER	• Committed to personal and professional development with a willingness to undertake training necessary to enhance service delivery	