

JOB DESCRIPTION

Role Title	Department	Reports to
Midday Supervisor	Estates	Site Manager

PURPOSE

Working within our team of Midday Supervisors, your role is to provide support and assistance to the School and ensure the effective and efficient operation of the duties required to ensure the safety of students during break times. The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

- To contribute in the supervision of students and monitoring of student behaviour and conduct during break times in both the indoor and outdoor areas of the School premises and maintain good order throughout.
- To ensure the safety and general welfare of students through appropriate application of the School's policies and procedures.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To assist with the setting up, wiping down and clearing away of tables in the dining area.
- To carry out various administrative duties as by the Line Manager or Site Management team
- To assist with litter picking and general housekeeping duties in order to keep all areas of the School premises clean and tidy.
- To complete any documentation required by the School in relation to incidents occurring during break periods and to participate in review meetings as required.
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

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PERSON SPECIFICATION

Technical/Business Skills/Ability	<ul style="list-style-type: none"> • Ability to establish positive expectations of students behaviour • Ability to establish good relationships with staff and students
Personal skills required	<ul style="list-style-type: none"> • Good interpersonal skills with people of all ages. • Reliable, hard-working and flexible • Ability to deal appropriately with young people • Excellent inter-personal skills • Versatile and flexible

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: