



Job Description

Job Title: Daytime Supervisor

Reporting to: Business Manager

Grade: Grade I

Overall purpose of the post:

To ensure that the well-being, health and safety of students is maintained throughout the school day.

Main Duties and Responsibilities:

- Replenish stocks and cleanliness of toilet areas throughout the school day;
- Ensure that acceptable standards of behaviour are maintained during the academy day period;
- Earn the respect of the students by modelling outstanding behaviour, manners, speech and appearance at all times;
- Ensure positive relationships are made with students;
- Work positively with students to prevent them removing food and drink from the dining areas;
- Ensuring that the environment is clean and clear from slip hazards;
- Intervene in student behavioural issues, using positive behaviour management strategies to bring about improvements in student behaviour.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.