

CIRENCESTER KINGSHILL SCHOOL

JOB TITLE:	Midday Supervisor
LOCATION:	Cirencester Kingshill School – 11 – 16 Secondary School.
HOURS:	8 hours and 45 minutes a week at the following times 11.45am – 1.30pm Monday – Friday
GRADE:	D
RESPONSIBLE TO:	The Deputy Head and through the Deputy Head to the Headteacher and Governors.
JOB PURPOSE:	To supervise pupils in the Concourse, Covered Courtyards, Tennis Courts, Hard Court, around Toilet Blocks and other areas as needed during lunchtime, including the field during field opening times.

KEY TASKS:

- To supervise pupils' behaviour in the designated area during lunchtime and to deal with relevant issues or advise senior staff if you need assistance.
- To supervise the lunch queue ensuring that pupils enter the Dining Room in an orderly and calm manner.
- To ensure that pupils leave facilities in a clean and tidy condition; to wipe down tables and sweep floors as appropriate.
- To ensure that pupils dispose of rubbish in the appropriate recycling containers and general rubbish bins.
- To deal with general and specific cleaning tasks in order to maintain the designated areas as a healthy and hygienic environment.
- To undertake any other task as directed by the senior member of staff on duty at the time.
- To comply with all current legislation regarding Health & Safety in a dining environment.
- To undertake training as necessary to properly and professionally carry out relevant tasks.

QUALIFICATIONS AND EXPERIENCE

- No specific qualification necessary but experience in dealing with adolescent children would be beneficial.

SUPERVISORY RESPONSIBILITY

- Pupils

This job description sets out the main duties and responsibilities of the post, these may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Other Conditions

Holiday entitlement

The post is part time term time only which totals 43.60 weeks of the year. The post holder is not required to work In Service Training days.

The above includes 24.5 days paid holiday which will increase to 29.5 days after 5 years continuous service plus statutory holidays. *Subject to agreement, the holiday entitlement is due to rise as of 1st April 2023.*

Holidays must be taken during the school holidays.

Claims/Time off in Lieu

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 1 month is required.

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.4.24.

Post Holder Sign: Date:.....

Please print your name

Line Manager Sign..... Date:.....

Please print your name

March 2023