



Job Description

Job title:	Breaks Outdoor Supervisor
Responsible to:	Business Services Manager
Manages/Supervises:	None
Location:	Primarily based The Henry Box School but may be required to work at or travel to any of the MILL Academy Schools on a regular basis
Salary:	Grade 2
Working Pattern:	Monday, Tuesday, Thursday and Friday - 10.45am – 2.15pm Wednesday - 10.45am to 1.15pm, Total of 16.5 hours per week, term time only
Disclosure level:	Enhanced

Job Purpose:

Supervise the students during the breaks. Clearing up of spillages, wiping of tables and ensuring that the dining area and the school grounds are left clean and tidy.

Key Roles

- To ensure our students are safe and they follow the school procedures for behaviour and conduct during their morning and lunch breaks.
- To ensure the dining areas and school grounds are clean and tidy.

Key Tasks

- Supervising of students
- Litter picking, sweeping, mopping, clearing tables

Additional Responsibilities:

- To be responsible for keeping up to date with Trust and Schools policies and procedures.
- To be pro-active in suggesting and be able to implement improvements made in service delivery, systems, processes and / or working methods that enhance service delivery and / or generate savings to the Trust or individual schools.
- To achieve service outcomes and outputs, and personal appraisal targets, as agreed with the Business Services Manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the Trust's core values and ethos and to demonstrate this commitment in the way duties are carried out.



- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the Trust's Health and Safety Policy and relevant Health and Safety legislation.
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of students.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks as are required from time to time at the discretion of Business Services Manager.

Person Specification

Qualifications and Training	Essential	Desirable
Educated to GCSE, with good grades in Maths and English (C or better / or equivalent)		✓
NVQ or other relevant qualification in computing, computer skills or ICT or evidence of training undertaken or qualified by experience		✓
Experience		
Strong knowledge of ICT hardware and software and the integration of the two including tablets, iPads, laptops, desktops, printers, projectors		✓
Working knowledge of common user applications		✓
Extensive experience of using Microsoft products, Email, Internet		✓
Experience of using SIMS or similar Management Information Systems or databases		✓
Experience of working in a school, academy or other educational setting		✓
Personal Skills		
Must be well organised, accurate and methodical	✓	
Must be well presented	✓	
Ability to work under pressure while maintaining a positive, professional attitude	✓	
The ability to ensure that deadlines are met	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload	✓	
Willingness to learn new skills and in tackling the variety of tasks arising in a school environment	✓	
Committed to professional development and training	✓	
Communication Skills		
Be able to communicate effectively and with both children and adults	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	