

## **JOB DESCRIPTION**

### **SCHOOL SUPERVISOR**

**Responsible to:**Head of Management Services

#### **Main Responsibilities**

1. Exercising general responsibility for the behaviour of children during the school breaks, both inside the Dining Hall, Foyer, Corridors and Lower School as required - along with other areas as appropriate.
2. Ensuring that Health and Safety practices concerning the pupils and staff are maintained, with particular attention to COVID19 safety.
3. To assist with the smooth operation of provision of school meals within the specified periods, including related cleaning and furniture moving as required, both before and after break and lunch to ensure the Dining Hall and other outlets are ready for use.
4. Liaison is sometimes required with the catering manager to give general support in the provision of healthy meals as required and appropriate.
5. Liaison is also required with other staff on duty in the Dining Hall (teachers, admin staff etc.) to ensure consistency in approach and general smooth running of the whole process.
6. Any other duties as requested by Line Manager.
7. **Child Protection**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.

To ensure that the postholder's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.

#### **SELECTION CRITERIA**

- **Basic Numeracy and Literacy Skills**
- **Good Communication Skills**
- **Ability to be a role model for pupils/students of all ages**
- **Calm demeanour, with ability to be assertive and take control when necessary**
- **Ability to be flexible to changing needs and to be able to respond appropriately**
- **An excellent understanding of equality and diversity and the ability to put this knowledge into practice on a daily basis.**