



2 x Midday Supervisor

St John's CE Primary School

Permanent

Days can be flexible

Scale 1 £23,979 - £24,350 FTE

1 x 3.75 hrs per week - £2,045 - £2,077 Pro rata

1 x 2.5 hrs per week - £1,363 - £1,384 Pro rata

QEGSMAT are seeking to appoint two enthusiastic Midday Supervisor to join our hardworking and high achieving team at St John's Primary School, Wetley Rocks.

Our school is in the village of Wetley Rocks in between Leek, Cheadle and Stoke on Trent. Our semi-rural location and single-form entry means we are a smaller school catering for approx. 190 3-11 years. Our school was built in the late 1990's and we have recently invested in our outdoor areas, developing our Forest School provision and more recently our playground equipment.

We are looking to develop the activities available to our pupils during their lunch time and are therefore seeking enthusiastic, outgoing role-models for our pupils.


St John's Primary School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.
- Continual access to CPD opportunities, QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.

- We are committed to promoting equality, challenging discrimination, and develop community cohesion. We welcome applications from all sections of the community.
- All roles are subject to nationally agreed terms and conditions.
- Family-Friendly policies
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- Access to the Local Government Pension Scheme (LGPS) with employer contributions of 26.2% for Staffordshire support staff.
- Opportunity to work flexibly.
- Access to Flu Vaccines.
- Access to 750+ discounts on everyday essentials via our benefits package with Vivup.



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QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found -

<https://www.qegsmat.com/documents/safeguarding>

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01782 550309. Further details about our school can be found on our website: <https://www.st-johns-wetleyrocks.staffs.sch.uk/>

To apply for this position, please visit (<https://qegsmat.face-ed.co.uk/vacancies>)

Closing date for applications: Wednesday 11th December 2024

Interview date: w/c 16th December 2024

**Salary: Scale 1 £23,979 - £24,350 FTE
3.75 hrs = £2,045 - £2,077 Pro-rata,
2.5 hrs = £1,363 - £1,384 Pro-rata**

Potential Start Date: TBC



JOB DESCRIPTION

Post Title:	Midday Supervisor
Reporting to:	Headteacher / SLT
Scale:	Scale 1 £23,979 - £24,350 FTE 3.75 hrs = £2,045 - £2,077 Pro-rata 2.5 hrs = £1,363 - £1,384 Pro-rata
Disclosure Level:	Child workforce – Enhanced, Child Barred List

PURPOSE OF THE POST

Purpose:

- Supervise and ensure the safety and well-being of pupils during lunchtimes;
- Prepare dining area before and after lunchtime;
- Support children with indoors and outdoor play activities;
- Work under the general director of the Senior Midday Supervisor/Headteacher;

Key tasks whilst in the dining area:

- Assist/supervise pupils with general hygiene before and after eating lunch;
- Organise queueing and movement of children around school and to the playground, ensuring good behaviour and a calm atmosphere;
- Always encourage positive behaviour and good manners;
- Encourage pupils to try new and healthy food and eat a balanced meal, including those with a packed lunch;
- Be aware of pupils on special or restricted diets for medical reasons from information provided at the School;
- Assist pupils with cutting up food, pouring liquids etc, where necessary;
- Encourage social skills and good table manners
- Ensure safety with knives and forks;
- Ensure pupils tidy/clear up in a satisfactory manner;
- Clean up spillages when required;
- Deal with any basic first aid and medical support;
- Share responsibility with other Midday Supervisors over lunchtime;

Key tasks whilst on the playground and around school are to:

- Collect Pupils from classrooms;
- Ensure pupils are appropriately dressed;
- Supervise children and ensure they do not leave the playground without permission
- Check on any persons without permission/School I.D
- Interact with children, encouraging positive play and communicate with them both inside and outside in the event of wet playtimes, ensuring playground equipment is ready and available;
- Ensure safety and wellbeing, providing emotional support where necessary;
- Be aware of changes in friendships, encourage socialising, play & prevent bullying etc;
- Discourage any dangerous activities;
- Report incidents of persistent poor behaviour to the senior Midday Supervisor/Headteacher;
- Attend to minor accidents or to pupil who become ill;
- Report to first aid if accident occurs or if pupils fall ill;
- Monitor pupil behaviour, deal with unacceptable or challenging behaviour appropriately and in accordance with behaviour policy or any other guidance;
- Ensure orderly return to class at the end of lunch period, always modelling positive behaviour, and lead by example;

These are broad descriptions of the types of duties and activities expected, they are not intended to provide an exhaustive list, therefore the postholder will be expected to carry out any other duties that may reasonably be regarded as within the nature of the responsibilities and grade of this post.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Keeping Children Safe in Education initiatives;
- Understand and comply with the school's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the school's Equal Opportunities Policy;
- Understand and comply with all other relevant school policies;
- Take an active part in appraising their own work against agreed priorities and targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



PERSON SPECIFICATION – Midday Supervisor

	ESSENTIAL	DESIRABLE
Experience, Skills & Knowledge	<p>A commitment to safeguarding and to the welfare of all children</p> <p>Motivate, initiate and play games with the children</p> <p>Communicate effectively with both children and adults</p> <p>Be able to work as a team member</p> <p>Working knowledge of equal opportunities</p> <p>Experience working with children (either paid or unpaid)</p> <p>Good health and attendance record</p> <p>Ability to work flexibly</p> <p>Willingness to attend meetings and access training to support role and responsibilities</p> <p>Be able to deal with matters sensitively and confidentially</p>	<p>Have related childcare or child carer training</p> <p>Midday Supervisor experience</p> <p>Have some knowledge of playground games</p> <p>Ability to carry out manual handling tasks</p> <p>Health & Safety</p>
Personal Qualities	<p>Calm and friendly manner.</p> <p>Enthusiastic.</p> <p>Ability to adapt to a variety of situations.</p> <p>Ability to use initiative.</p> <p>Able to evaluate own learning needs and seek learning opportunities.</p> <p>Self-motivated and a good team player.</p> <p>Ability to work under pressure.</p> <p>Ability to work positively with young people.</p>	<p>Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post.</p>