**QUEEN ELIZABETH GRAMMAR SCHOOL**

**MIDDAY SUPERVISOR - JOB DESCRIPTION**

**Salary:** £8.91/hour (Rising to £9.50/hour 01.04.2022)

**Hours:** 7.5 hours/week (1pm-2:30pm Monday to Friday)

Term time only

**Responsible to:** School Business Manager

**Report to:** Senior Midday Supervisor

Ideally, candidates should:

* Have the ability to mix and get on with young people in the age group 11 to 18. Experience of working with this age group would be an advantage.
* Have a calm and caring attitude
* Be able to handle situations in a calm, mature way and know when to seek assistance.
* Be able to work as part of a team and have a positive outlook.

Duties include:

* The supervision of pupils queuing outside the Dining Hall and Snack Bar, ensuring orderly behaviour and avoiding over-crowding.
* Patrolling the school buildings and recreation areas ensuring orderly behaviour.
* Any minor incidents are recorded on incident slips and any serious behaviour should be reported to a member of the Senior Leadership Team as soon as possible.
* Achievement slips are also used to record the names of pupils who have been particularly helpful or well behaved.
* Any accidents or damage should be reported to the school office. You should be aware of the Fire Alarm procedures and be willing to activate the nearest Fire Alarm and help to evacuate the buildings/supervise students in the event of fire.

***The school is committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced DBS check and satisfactory references.***