



Bringing faith and education together

Job Description

Mid-day Supervisor

An exciting opportunity has arisen for a committed and enthusiastic person to join our dynamic team at St. George's CE Primary School. We are looking for someone who is passionate about working with children.

The post is a term time, fixed contract, 5 hours a week, Monday to Friday 12pm to 1pm. Previous experience is preferred but not essential for the right candidate.

The contract is fixed term and will have an end date of Friday 21st July 2023 but would be reviewed after a six month probation period.

Purpose of the job

To ensure the safety, welfare and good conduct of pupils during the midday break periods, in accordance with the practices and procedures of the Local Authority. The postholder will normally work as part of a team and will always be under the direction of the headteacher or her designated officer.

Key Tasks

1. Supervision of pupils in the dining areas, playground or other parts of the school premises.
2. To ensure standards of behaviour are maintained in accordance with the school's behaviour policy.
3. To assist in dealing with problems arising from unruly behaviour and report such matters to the headteacher or her designated officer.
4. To assist with associated ancillary duties (e.g. preparing and clearing the dining room, cleaning up spillages, ensuring tables and floor are clean etc.).
5. To carry out other duties relating to supervision as required by the headteacher or her designated officer.
6. To ensure that school security regulations are upheld.
7. Any other duties that reasonably fall within the purview of the post, which may be allocated by the headteacher after consultation with the postholder.

If you wish to apply please complete an application form and email it to:

admin@st-georges-wrotham.kent.sch.uk

The closing date for applications is 3pm on **Friday 2nd December 2022** with interview dates to be confirmed. Further details will be provided to successful candidates.

For more information about our school please visit our school website:

www.st-georges-wrotham.kent.sch.uk

St George's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS Disclosure and satisfactory references.