

JOB DESCRIPTION

Post: Middy Supervisor
Grade: SCP 8 - 10 6.25hrs per week
Responsible to: Head Teacher or other designated officers.

Purpose of the Post: Responsible under the direction of the Head teacher or such Officer as may be designated by the Authority, individually or as a member of a team, for securing the safety, welfare and good conduct of the Pupils and follow the practices and procedure of the School and Local Authority.

Duties and Responsibilities:

1. The supervision of the Pupils in the dining hall, playground areas and other School premises and may include associated duties:
 - Cleaning up spillages
 - Ensuring tables are clean and clear
 - Supervising washing of hands and to assist and train Pupils in their feeding and good table manners
 - Report all accidents to the Head or Designated Officer.
 - To ensure maintenance of good order discipline
 - Formation & control of queues where necessary
2. The post holder may reasonably be expected, from time to time, to undertake other duties commensurate with the level of responsibility that may be allocated.
3. To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
4. To comply with the School's Whistle Blowing Policy.
5. To comply with the School's comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
6. To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.

Additional Duties

To be willing to be trained as, and to be one of the School's many, First Aid Officers (for Support Staff recruited after September 2004).

Any other duties deemed reasonable, as directed by the Headteacher.

Review of Performance

Performance Management reviews will focus on the post holder's responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.

Generic Responsibilities of all Rainhill Staff

- (a) To work consistently to uphold School's aims.
- (b) To work in a co-operative and polite manner with all stakeholders.
- (c) To work with Students in a courteous, positive, caring and responsible manner at all times.
- (d) To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- (e) To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- (f) To work with visitors to the School in such a way that it enhances the reputation of the school.
- (g) To seek to improve the quality of the School's service.
- (h) To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all Staff should at all times be supportive of School policies for the Students;
e.g. 1 professional, and appropriate, appearance at all times including when out of School, eg trips, CPD etc.
e.g. 2 no facial piercings or facial *jewellery*

This post is subject to Enhanced Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within the job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.