



Queen Mary's Grammar School



Job Description and Person Specification

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| Post Title | Canteen & Study Supervisor (2 posts) |
| Responsible to | Cover Manager |
| Grade/Salary | NJC, SPC 9 (£10.83 p/h) FTE: £20,903. Actual salary: £8,708 |
| Hours | Term time only 18 hours per week (1045 – 1420) Some additional training hours may be required. Some flexibility around these core hours may at times be needed. |
| Purpose of role: The main purpose of the role is to provide supervision of pupils within the canteen and external catering areas during break and lunch, to ensure high standards of behaviour are maintained and an efficient catering service can be provided. You will work with duty staff and liaise closely with our catering contractor, but will be expected to work with limited supervision using your own initiative. Between break and lunch you will provide assistance to the cover team in supervising sixth-form private study or providing lesson cover for absent teachers. | |
| JOB DESCRIPTION <ul style="list-style-type: none">• Supervise and control pupils during break in designated areas, including:<ul style="list-style-type: none">○ Ensure the area is ready for service○ Control queuing pupils, ensuring they behave sensibly and safely○ Liaise with other duty staff to maintain good discipline during break○ Ensure pupils clear up their rubbish after eating○ Ensure the area is clean and tidy at the end of service• Supervise sixth-form students in private-study, including:<ul style="list-style-type: none">○ Ensure effective use of Supervised Private Study by monitoring attendance, supervision and maintaining an excellent independent learning environment○ Promoting the ethos of the School, eg. with regard to attitudes to learning, effective study habits, standards of behaviour, dress code, punctuality and attendance.○ Encouraging independence and self-motivation, ensuring that all students understand the importance of wider and deeper reading and a general love of learning for learning's sake through Supervised Study• Supervise and control pupils during lunch in designated areas, including:<ul style="list-style-type: none">○ Ensuing the area is prepared ready for service, including preparing fold-out lunch tables.○ Control queuing pupils, ensuring an efficient service is maintained○ Maintain good order and an appropriate atmosphere○ Ensure pupils clear up after they have finished○ At the end of service assist with cleaning and ensure the area is left clear and tidy• Contribute to effective supervision within the school in general, including:<ul style="list-style-type: none">○ Challenging pupils who are not complying with school rules or procedures, referring them to duty staff as required○ Promote the school's values and ethos○ Safeguard pupils by reporting any concerns○ Comply with school policies and procedures including those relating to child protection and health and safety. | |



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This job description is not exhaustive and additional reasonable responsibilities may be assigned in order to deliver the aims of the school. This document will be reviewed periodically with the post holder as part of the appraisal cycle.

PERSON SPECIFICATION

- Ability to form good relationships with pupils and staff
- Reliable and have a strong work-ethic
- Confident and can establish positive expectations of pupil behaviour
- Able to maintain a calm manner in a busy and hectic working area
- A flexible approach to working within the wider team
- Able to problem solve and act with initiative, whilst knowing when you need to refer situations to others
- Previous experience working with children/young people or in a school environment is advantageous
- Willingness to undertake appropriate training and professional development

Closing date: Friday 15th October – 9:00am

Interviews: W/B Monday 18th October

Please return completed application forms to s-sahota@qmg.s.walsall.sch.uk

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.



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