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# HASTINGS HIGH SCHOOL

## MIDDAY SUPERVISOR

### Application Pack





# HASTINGS HIGH SCHOOL

*Care and Excellence for All*

September 2020

## **MIDDAY SUPERVISOR (GRADE 4 – Actual Salary £3039 - £3138) – 2 Posts Available**

Thank you for your interest in these permanent posts. The role hours are 1.5 per day, Monday to Friday, during term time only, currently 12.30pm to 2.00pm (please note these timings are subject to change depending on Government guidelines during the Covid-19 pandemic and any subsequent changes to the timetable).

In the last OFSTED inspection the school was judged “Good” but with an outstanding rating for behaviour and personal development. We are committed to further improvement to ensure that we provide “Care and Excellence for All”; a motto which underpins and informs everything we do.

We have included the requirements of the post with this letter. If you would like to apply, please include a letter of application (no more than 1 side of A4 in font size 11) to support your completed application form (this can be found on our website). The documents can be posted to school (for the attention of Mrs Anna Murphy) or sent by email to [a.murphy@hastings.leics.sch.uk](mailto:a.murphy@hastings.leics.sch.uk).

The closing date is 12.00pm on Friday 2<sup>nd</sup> October. Shortlisting and interviews via Zoom will take place during the following two weeks. If you do not hear from us by 9<sup>th</sup> October, please assume that you have been unsuccessful on this occasion.

Should you require any further information about Hastings please visit our website: [www.hastings.leics.sch.uk](http://www.hastings.leics.sch.uk) or contact our HR administrator, Mrs Anna Murphy, who will endeavour to answer your questions.

The school takes its safeguarding and child protection responsibilities very seriously and the post will be subject to enhanced DBS clearance, agreeing to our e-safety policy, two supportive written references and a pre-employment medical health check.

We very much hope you will apply and look forward to receiving your application.

Yours sincerely

Claire Bradley

Steve Shipman

Co-Headteachers



# HASTINGS HIGH SCHOOL

## PERSON SPECIFICATION – Midday Supervisor

Criteria	Essential	Desirable	Evidence
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working with children</li></ul>	<ul style="list-style-type: none"><li>• First Aid Qualification</li></ul>	Application form and interview
<b>Key Attributes</b>	<ul style="list-style-type: none"><li>• Have an empathy with and an understanding of children in the age range concerned</li><li>• Ability to be assertive when necessary</li><li>• Ability to understand and follow relevant procedures, e.g. health and safety, child protection, school behaviour policy</li><li>• Good interpersonal communication skills.</li></ul>		Application form and interview
<b>Other</b>	<ul style="list-style-type: none"><li>• Attendance - evidence of regular attendance at work.</li><li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this</li><li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010</li></ul>		Application form, references and interview  Medical Questionnaire



# HASTINGS HIGH SCHOOL

## **JOB DESCRIPTION – Midday Supervisor**

To take responsibility for the health and safety and security of children during the School lunch break.

### **Main Duties and Responsibilities**

1. Supervise pupils in the area in which they take their lunch.
2. Supervise pupils, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the School Behaviour Policy.
3. Ensure reasonable behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate with all incidents of disorder ensuring that any disruption is minimised.
4. Attend to accidents on the school site in accordance with the school procedure and guidelines on accidents and their treatment.

### **SPECIAL FACTORS:**

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder may be required to attend, from time to time, training courses, conferences or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

***This post is eligible for an enhanced DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.***