



Robert Miles Infant School

Midday Supervisor

Salary: Scale 1 (£17,364 to £18,065 pro rata)
Contract: 6.25 hours per week, permanent, term-time only
Closing Date: 1st November 2019



Application Details

Thank you for your interest in the Midday Supervisor vacancy at Robert Miles Infant School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form and include a covering letter addressed to Mrs. Linda Barbuti, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.novaeducationtrust.net. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9a.m. on the closing date of Friday 01 November 2019

Interview:

Interviews for the role will be held during the week commencing Monday 04 November 2019.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Robert Miles Infant School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Job Description

Key purpose of the job

To assist in the supervision of children both in the dining area and play areas to ensure the orderly conduct, welfare and safety of pupils during the lunchtime break.

Key Responsibilities

- Assist with set up and clear down of the dining area including tables and chairs.
- Supervise pupils in the dining area.
- Control queues both inside and outside promoting an orderly and pleasant meal service.
- Ensure that any spillages are removed quickly
- Ensure that trays are left safely stacked and properly scraped
- Support pupils with the return and scraping of crockery and cutlery
- Keep tables clean ready for next occupant
- Assist as required to relieve bottle necks at hot trolley.
- Supervise pupils to follow the flow routes.
- During wet weather supervise indoor play in classrooms.
- Administer first aid as necessary and record treatments given
- Participate in playing games.
- Take out and put away outdoor toys from the shed.
- Follow all safeguarding protocols.
- Participate in meetings and training sessions as necessary.
- Any other duties which may reasonably be regarded as within the responsibilities /grade of the post.

Person Specification

Factors	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • First Aid
Experience		<ul style="list-style-type: none"> • Previous experience in a similar role.
Skills/Knowledge	<ul style="list-style-type: none"> • Able to work well with and be able to relate to children. 	
Personal Qualities	<ul style="list-style-type: none"> • Able to work as part of a team and assist others. • Be approachable. • Reliable and punctual. • Be committed to safeguarding and promoting the welfare of young people. • Able to use own initiative 	



Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities. We believe nothing is more important than making a difference to children.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.