



Midday Supervisor Vacancy at The Mosley Academy



Fixed term / part time / term time only

Salary: Grade 2: £18,198 - £18,562 per annum pro rata

Actual salary £2,576 - £2,627 Hours: 6.25 hours/week (e.g. 1 hour 15 minutes every week day in term time)

The Mosley Academy is a successful and popular village primary school in which children thrive because they enjoy school and feel happy, safe and valued. We are proud to be a part of the successful JTMAT.

We are looking for someone who is;

- enthusiastic and flexible
- kind, friendly and a good team member
- confident enough to take responsibility for supervising children in the dining hall or playground
- reliable, committed and genuinely interested in working with children and promoting the safeguarding and welfare of children you are responsible for, and come into contact with.

This is an excellent opportunity for anyone who may be looking to begin a career as a teaching assistant and embark on an NVQ TA or childcare course. We may be able to support you with this too by providing a placement in school alongside this role.

Application packs can be downloaded from our website: www.themosleyacademy.co.uk or via the JTMAT vacancies page <https://jtmat.co.uk/vacancies>

For more information contact the headteacher, Mrs Sarah Rowe via email (office@mosley.staffs.sch.uk).

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of our Safeguarding Policy is available to view on our website.

Please note: CV's are not accepted. Only fully completed application forms are to be submitted for shortlisting. Please review our Recruitment Pack on the school website before submitting your application.

Closing date: Friday 9th September 2022

Provisional date for Selection / Interview: Wednesday 14th September 2022

All Appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (DBS)



Midday Supervisor Job Description



Statement of Purpose

To work under the direction and instruction of senior staff to provide the care of the children during the school lunch break.

Supervision of Children

- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates into receptacles provided.
- Supervision of children bringing sandwiches - to oversee that eating areas are kept clear and hygienic
- Asking for help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.

Support to Children

- Assisting the children with their table manners and use of cutlery.
- Monitoring the playground and "out of bounds" areas regularly.
- Organising games and activities.

Resources

- Responsibility for ensuring that the dining room equipment is hygienically maintained.
- Help to maintain a safe working environment for children & staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and in particular the regulations relating to GDPR, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.



Midday Supervisor Personal Specification



Essential Requirements	Indicative Method of Assessment
Skills/Knowledge	
<ul style="list-style-type: none"> • Ability to understand verbal instructions 	Application form / Interview
<ul style="list-style-type: none"> • Ability to work as a member of a team or alone 	Application form / Interview
<ul style="list-style-type: none"> • Awareness of The Mosley Academy and/or JTMAT's Equal Opportunities and Health & Safety Policies 	Application form / Interview
<ul style="list-style-type: none"> • Ability to use initiative 	Application form / Interview
<ul style="list-style-type: none"> • Ability to communicate effectively with other employees and clients 	Application form / Interview
<ul style="list-style-type: none"> • Reliable and punctual 	Application form / Interview
<ul style="list-style-type: none"> • Flexible; prepared to undertake other tasks associated with the post 	Application form / Interview
Experience / Qualifications/ Training etc. (if any)	
<ul style="list-style-type: none"> • Willing to undertake any appropriate training 	Application form / Interview
<ul style="list-style-type: none"> • Cleared Enhanced DBS check 	Application form / Interview
<ul style="list-style-type: none"> • Lunchtime Supervisory experience desirable 	Application form / Interview
<ul style="list-style-type: none"> • First Aid qualification/training desirable 	Application form / Interview
Work related circumstances	
<ul style="list-style-type: none"> • Physically fit 	Application form / Interview
<ul style="list-style-type: none"> • Able to work in conditions related to schools 	Application form / Interview
<ul style="list-style-type: none"> • Prepared to work hours required by school 	Application form / Interview

This Person Specification outlines the skills, qualifications and experience needed to do this job.

The Person Specification is one of the things used to shortlist candidates for interview and therefore, applicants should try to match their skills, experience and qualifications to the Person Specification and include these on the application form.