

MURRAY PARK SCHOOL

JOB DESCRIPTION

Post Title	Mid-day Supervisor
Grade	NJC Scale 1 Pt 6 £14,514 pa pro rata
Responsible to	Midday Supervisor
Contract	5 hrs 50 minutes per week - term time only

Duties and Responsibilities

Specific tasks will be negotiable and may vary from time to time but will include part or full responsibility for some/all aspects as detailed by the senior supervisor:-

- a) Supervise the children entering the dining hall.
- b) Supervise the toilets.
- c) Supervise homework/quiet rooms.
- d) Supervise all classrooms when children are inside.
- e) Control the movement about the school, both inside and outside.
- f) Supervise the play areas and organise games when appropriate.
- g) Exercise some control over litter.
- h) To report unwanted visitors to senior supervisor.
- i) To ensure any injured person is put in the medical room and reported to Student Services.
- j) To understand and comply with the school's Equal Opportunities Policy.
- k) To carry out any reasonable duties within the overall function of the job.

Other considerations

The post holder will be expected to dress in an appropriate manner and wear the official overall provided. In addition he/she will be expected to observe safe working practices, including current Health and Safety legislation.