

LUNCHTIME SUPERVISOR (SENIOR SCHOOL)

Responsible to: Deputy Head
Hours of Work: 6.25 hours per week during term time
Monday – Friday, 12.45pm – 2:00pm

Lunchtime is an important part of the school day. We are looking to recruit a Lunchtime Supervisor to monitor our senior students in the dining hall and either outside on the field around the school interior depending on the weather.

We are looking for someone to positively engage with the students and monitor their behaviour. A walkie-talkie will be provided. Hours of work will be 12.45 - 14.00 Monday to Friday during term time only. Lunch can be provided beforehand.

Please note we are also looking for an After School Care Assistant in our Prep School.

Typical duties will include the following:

- Work with other staff to provide a happy, secure, safe and stimulating environment.
- Support the students with personal, social and emotional needs.
- Actively supervise the students ensuring that they are kept safe.
- Maintain authority and discipline in line with school policy.
- Ensure that all safeguarding concerns are reported to a Designated Safeguarding Lead.
- Ensure that concerns about a child's health are referred to a first aider.

General Responsibilities:

- To promote and safeguard the welfare of students you come into contact with.
- To be aware of and comply with all school policies and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities and performance development as required.
- To attend to any other duties as may be reasonably required by the Deputy Head or Headmistress.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

LUNCHTIME SUPERVISOR (SENIOR SCHOOL)

Person Specification

Qualifications/Professional Development

- A first aid qualification would be desirable (or willingness to undergo training)
- A qualification in childcare would be beneficial but is not essential

Experience and skills

- Experience of working with young people aged 11 - 18 in a school, college or similar environment would be beneficial
- Evidence of effective communication and listening

Knowledge

- Sound knowledge of safeguarding principles (full induction will be provided)

Personal attributes

- Ability to work independently and as a member of a team
- Build and maintain positive relationships through effective interpersonal skills
- Responsible attitude to use of authority and maintaining discipline
- Excellent role model for staff and students
- Sensitivity to others and the ability to work cooperatively
- Understand and demonstrate a commitment to equality and diversity
- Excellent communication skills to inspire, challenge, motivate and empower students
- Think creatively to anticipate and solve problems
- Maintain a sense of perspective and humour
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community

AFTER SCHOOL CARE ASSISTANT (PREP)
How to Apply

Applications, addressed to Mrs Clare Macro (Headmistress), must include a completed school application form and a covering letter. Please submit these to the HR & Compliance Officer, Ms Corinna Gregory: recruitment@edgbastonhigh.co.uk. Applications with a CV alone will be rejected (as per the requirements of safer recruitment).

Closing date is 9am on 21st July, and interviews will take place shortly after this.

To comply with KCSIE, Edgbaston High School for Girls is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks and Disclosure and Barring Services.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

Edgbaston High School is an equal opportunities employer.

SCHOOL NURSE

Person Specification

Qualifications/Professional Development

- Registered Nurse
- Paediatric First Aid qualification (refresher training can be provided)
- Evidence of commitment to continuous professional development

Experience

- Experience of working with children is essential
- Experience of working in a school environment would be beneficial
- Experience of administering medication and first aid to children is essential
- Experience of caring for children with chronic and complex medical conditions is essential

Required Knowledge

- Knowledge and understanding of health and safety and regulatory requirements, including accident reporting
- Knowledge and understanding of correct procedures for safe storage and administration of medication
- Sound understanding of safeguarding principles
- Understanding of physical development of young people

Skills and competencies

- Empathy and understanding of the emotional needs of children
- Assertiveness in promoting and advocating the health and wellbeing needs of pupils
- Excellent written and verbal communication skills
- Highly practical with common sense and initiative
- Highly organised
- Excellent IT skills including proficiency in Microsoft Office tools, MIS or similar databases and accident reporting software

Personal attributes

- Build and maintain positive relationships through effective interpersonal skills
- Responsible attitude to use of authority and maintaining discipline
- Excellent role model for staff and pupils
- Sensitivity to others and the ability to work cooperatively
- Understand and demonstrate a commitment to equality and diversity
- Inspire, challenge, motivate and empower others
- Think creatively to anticipate and solve problems
- Work under pressure, maintaining a sense of perspective and humour
- Manage own time effectively and flexibly, whether working independently or as part of a team
- Naturally demonstrate a 'can do' helpful attitude
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community