**Goodrich Community Primary School**

Post: *Midday Meals Supervisor*

Line Managed by: Lead Midday Meals Supervisor

Deputy Lead Midday Meals Supervisor

Deputy Head Teacher

Salary: Approximately £286.96 per month

£3,443.54 per annum (39 weeks pro-rata pay)

Hours of work: 12.00pm – 1.30pm (Monday to Friday 7.5 hours per week)

Brief Job Description:

We are looking for a motivated individual, who enjoys interacting with and supporting children, to join our successful and established team of Midday Meal Supervisors who assist the Lead Midday Meal Supervisor and Deputy Head Teacher in securing the safety and welfare of pupils during the midday break. This will involve effective supervision and leadership of activities and management of pupil’s behaviour in and about the premises and site of the school in accordance with the general instructions of the Headteacher.

1. Supervision and control of pupils in the dining hall.
2. Supervision and control of pupils in the playground and about other school premises.
3. Associated ancillary duties.

*For a further detailed list of roles and responsibilities please see the full job description.*

Skills & personal qualities required:

* To be child centred
* Possess good organisational & communication skills
* Be able to contribute to a team
* To be reliable and trustworthy
* To have a professional & positive approach
* To be patient and flexible
* To be resourceful, practical and good at problem solving
* Have an up to date first-aid certificate (*desirable – not essential*)

If you are interested in the post please ask at the office for an application pack.

**Closing date for applications:** Tuesday 6th June 2017 (midday)

**Interview date:** Monday 12th June 2017

*All* ***shortlisted*** *candidates will be contacted and* ***invited*** *to interview by Wednesday 7th June.*

**Start date: ASAP** (dependent upon positive adequate references and advanced DBS clearance)