



JOB DESCRIPTION

MID-DAY SUPERVISOR

BOYS' DIVISION

MAIN PURPOSE OF JOB:

To secure the safety, welfare and good conduct of pupils during the mid-day break period in accordance with the practices and procedures of Bolton School.

MAIN DUTIES:

- To supervise pupils and control the queues for lunches.
- Supervise pupils eating their lunches.
- Prevent pupils from taking food outside the dining hall.
- Control the behaviour of pupils while they eat their meals, in the playground and all areas of the School campus.
- Supervise pupils inside classrooms, or remove them from classrooms when they should be outside.
- Supervise pupils in designated areas, other than the playground, during bad weather.
- To check that groups of pupils do not congregate around areas that they should not (i.e. Science Laboratories, Arts Centre, playing fields). Manage the movement of pupils away from these areas where appropriate.
- To develop an awareness of emergency procedures e.g. fire drill, accident management, first aid.
- To assist with the safe removal of pupils in the case of an emergency, if necessary during the mid-day break.
- Report all accidents to the designated member of the teaching staff and arrange first aid where appropriate, as required by the School.
- Report to the Lead Proctor and Deputy Head BD any untoward circumstances.
- Ensure that pupils do not leave the School without the permission of the Deputy Head.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Appointed Person Certificate in First Aid or Paediatric Appointed Person Certificate.	Desirable	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of supervising children aged between 11 and 18.	Essential	Application Form, Interview & References
Experience of supervising pupils of all age groups in a School environment.	Desirable	Application Form & Interview
Knowledge of behaviour management strategies and experience of controlling the behaviour of pupils.	Essential	Application Form & Interview
An understanding and awareness of the problems children may experience and strategies they may use to deal with these.	Essential	Application Form & Interview
The ability to attend to minor accidents and incidents between pupils.	Essential	Application Form & Interview
An awareness of health, safety, security and emergency procedures.	Desirable	Application Form, Interview & References
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Patience, resilience, and the capacity to stay level-headed during emergencies or disruptive behaviour.	Essential	Application Form, Interview & References
Common sense with the ability to negotiate outcomes with pupils.	Essential	Interview & References

Good verbal communication skills and able to communicate with pupils and colleagues.	Essential	Interview & References
The ability to maintain order with a firm, fair, and consistent approach.	Essential	Interview & References
Confident and controlled approach and good role model for the children.	Essential	Interview & References
Ability to work well alongside teachers, senior staff, and other support colleagues.	Essential	Application Form, Interview & References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	Essential	Interview & References



TERMS AND CONDITIONS

MID-DAY SUPERVISOR

BOYS' DIVISION

SALARY
The salary will be based on point 03 on the Support Staff pay scale, which is £25,568 per annum. Pro-rata this equates to £4,662.77 per annum.
HOURS OF WORK
8.75 hours per week, between Monday and Friday, term time only. The normal hours of attendance will be 12.45pm until 2.30pm each day. Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.
HOLIDAY
All school holidays, except as described above.
LINE MANAGEMENT
Deputy Head (Pastoral)
PENSION
The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis. If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.
OTHER BENEFITS
• Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School. • In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.

- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six-month probationary period.