Post: Midday Supervisor

Based: Manchester Muslim Preparatory School (part of Manchester Muslim Education Trust), with duties undertaken in partnership with Manchester Grammar School for Girls

Starting: As soon as possible

Salary: Hourly minimum wage

Hours Part-Time (2 hours per day during lunchtime; may vary based on school requirements

Interview date: TBC

Please Note: Only shortlisted candidates will be contacted and all appointments are subject to a probationary period.

Safeguarding Recruitment Statement

Manchester Muslim Education Trust (MIET) is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe.

This role involves regular contact with children and is subject to safer recruitment procedures in line with ***Keeping Children Safe in Education***. Any offer of employment will be subject to satisfactory pre-employment checks, including verification of identity, right to work in the UK, qualifications (where applicable), medical fitness, two satisfactory references, an Enhanced DBS disclosure including a check against the Children's Barred List, and online searches of publicly available information for shortlisted candidates.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

Job Description

To ensure the safety, welfare and good conduct of pupils/students during the midday break, both in the dining area and playground, promoting a positive and caring environment.

Successful candidates will need to demonstrate kindness, care and patience, possess a good sense of humour and be excellent communicators. Resilience and a strong sense of responsibility in terms of providing the highest level of care and support for pupils/students and colleagues are essential.

You will be a creative individual with a passion for education. If you are committed to making a difference and providing a safe and nurturing environment where pupils/students can thrive, we want to hear from you.

All staff have a responsibility to safeguard and promote the welfare of children and young people and must act in accordance with the school's safeguarding and child protection policies and procedures.

Key Responsibilities

Supervising Pupils/Students

- Supervise pupils/students in the dining hall, playground and other designated areas during the lunchtime break.
- Encourage good behaviour, table manners and positive social interactions.
- Provide assistance to pupils/students as needed, including helping younger children with their lunch.
- Supervise the playground, cloakrooms, wudu areas and classrooms as required during the lunchtime break.
- Assist with the removal of food and equipment after pupils/students have eaten their lunch.
- Address minor first aid incidents, following appropriate procedures for recording and reporting.
- Resolve minor disputes between pupils/students in a constructive manner.
- Assist with other activities during the midday break, such as setting up and storing equipment.

Promoting Positive Play (Primary Section)

- Engage pupils in safe and inclusive play activities.
- Encourage teamwork and participation in playground games.
- Monitor the playground to ensure all pupils are safe, included and engaged.

Behaviour Management

- Support implementation of the school's behaviour policy.
- Encourage pupils/students to follow appropriate lunchtime protocols, including queuing, cleaning up, returning trays and using facilities properly.

Ensuring Safety and Wellbeing

- Actively monitor the behaviour and safety of pupils/students, addressing issues promptly and appropriately.
- Ensure the availability and maintenance of water stations.
- Administer basic first aid if required and report incidents to the appropriate staff.
- Report any concerns about pupils/student's welfare to the designated safeguarding lead/SLT members.
- Oversee pupils/students who may have food allergies or dietary requirements.

Supporting Lunchtime Operations

- Assist with setting up and clearing the dining hall, including arranging tables and chairs.
- Help distribute meals and clear away trays and utensils.
- Maintain cleanliness and hygiene standards in all areas used during lunchtime.

Communication and Collaboration

- Work effectively as part of a team with other midday supervisor and school staff.
- Attend training sessions and staff meetings as required.
- Communicate any concerns or issues regarding pupils/students to senior staff promptly.

Person Specification

Essential Skills and Attributes:

- Fluent spoken and written English is imperative.
- Strong communication skills with a calm, approachable demeanour.
- Ability to engage positively with pupils/students, encouraging good behaviour and teamwork.
- Ability to work effectively as part of a team and independently when required.
- Awareness of child safeguarding principles and willingness to undertake training.
- Basic understanding of first aid (training may be provided).

Desirable Skills and Attributes:

- Previous experience working with children in a school or childcare setting.
- Familiarity with playground games and activities.

Additional Information

- The role requires being outdoors in various weather conditions.
- Training in safeguarding and first aid will be provided if necessary.

This role is ideal for individuals passionate about supporting children's wellbeing, fostering positive play and contributing to a nurturing school environment.