
Job Description for Lunchtime Supervisor

Responsible to:	Lead Site Assistant
Based at:	New College Doncaster
Paid on:	Band B of the NCLT Support Staff Salary Scale Points 1-2. Actual Salary £4,037 - £4,189 (full time equivalent £17,692 - £18,359) 10 hours per week - 12pm to 2pm, Monday to Friday 0.2282 fraction, term time (38 weeks)
Start date:	As soon as possible

OVERALL PURPOSE OF THE POST

- To maintain good levels of cleanliness and ensure the proper and effective use of student social and welfare facilities at the college.

MAIN DUTIES

- To assist with the cleaning and clearing of social areas, according to the specification provided, to ensure a safe and pleasant environment for students.
- To supervise designated student social areas and to ensure that use is appropriate and that standards of conduct are acceptable, reporting any issues to your line manager initially.
- To ensure that students/staff and any visitors to college are displaying the relevant lanyard to ensure a safe environment for all and put any necessary actions in place in line with trust/college policy.
- To ensure that good conduct is maintained in the relevant social areas, Starbucks, canteen and other student facilities.
- Report any of the following to your line manager:
 - Repairs required to buildings, furniture, equipment and fittings;
 - Suspicious persons on site;
 - Any instances where a student is behaving unreasonably.
- To control the movement of pedestrians in and around the main entrances and to ensure that these areas remain clear.
- To work with students and their representatives to reduce anti-social behaviour such as the dropping of litter and the causing of damage to facilities and equipment.

- To be aware of, and maintain compliance with, all departmental and College requirements relating to Health and Safety, reporting any issues to your line manager.
- Provide additional assistance, as part of the cleaning staff, in other areas of college further to liaison with your line manager.

There will be an expectation across the trust that all support functions will work together and support each other as and when required, particularly in the early and evolving years of the trust. There may be a need to review some job descriptions initially after the first transitional year.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

All staff and senior post-holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Lunchtime Supervisor

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIREABLE
Relevant Experience		• Previous experience of working as a cleaner. • Experience of working with young people (aged 16-19).
Education and Training	• Willingness to undertake further training relevant to the post.	• Evidence of training relevant to the post
Personal Skills and Qualities	• Good communication skills. • Ability to work effectively individually and as part of a team. • A common-sense approach to work. • Good organisational skills. • Ability to cope with the physical requirements of the job. • Taking pride in working as part of a larger team to achieve something to the best of your ability	
Additional Factors	• Ability to cope with unexpected or difficult situations • Flexible approach to work • Enthusiasm and commitment to the post • Commitment to equal opportunities • Commitment to continuous improvement and willingness to learn from experience and practice • Customer service/care approach to work	• An interest in working in an educational environment • Awareness of Health and safety issues