

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Children's Superintendent	Post No: GEN06	Grade: HC2
<p>Organisational information:</p> <p>Responsible to: Headteacher</p> <p>Professionally responsible to: <i>(where appropriate)</i></p> <p>Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p>Responsible for: No staff responsibilities</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i></p> <p><i>External:</i></p>		
<p>Main Purpose of Job:</p> <p>To ensure, individually or as part of a team, the welfare and safety of all children remaining within school grounds or buildings during hours of work.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>Duties may include:</p> <ul style="list-style-type: none"> • To supervise children on school premises and grounds, as required. • To supervise children who use catering facilities at the school. • To use initiative in monitoring incidents occurring on the school premises and grounds. • To report any relevant matters or dangers to the Headteacher/teacher in charge/Supervisor. • To ensure a safe environment (e.g. by reporting broken glass to the caretaker). • To report all injuries to children to the designated person (e.g. cuts, bruises). 		

- To help children partake of food when necessary. In the case of Special Schools this may involve undergoing training in order to tube feed pupils.
- To attend relevant training and meetings as required.
- To undertake ancillary duties as necessary (e.g. setting up and clearing away tables, cleaning tables and dining area).
- To watch for intruders on the site during periods of duty and immediately report any concerns about individuals.
- To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health and Safety of him/herself and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

Other information:

- Disclosure type: enhanced

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Children's Superintendent	Post No: GEN06	Grade: HC2
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	Previous experience of working with children (either voluntary or paid).	AF, I
Skills and Abilities <i>Including personal attributes</i>	A calm but authoritative manner with children. Ability to work well under pressure. The ability to work effectively with other support staff and teachers. A keen awareness of the surroundings in order to prevent accidents or report incidents. A good timekeeper.	AF, I
Qualifications and Training <i>including professional qualifications</i>	Willingness to attend appropriate training, as required.	AF, I
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	A commitment to working with children. To work in support of the ethos of the school. Police clearance.	I DBS Police Check
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013