

**MAGDALEN COLLEGE SCHOOL**

*We are committed to the protection and safety of our students  
and expect all staff to share this commitment*

**STUDENT SUPERVISOR/CLEANER  
Job Description**

<b>Post Title</b>	<b>Student supervisor/cleaner</b>
<b>Post holder</b>	
<b>Hours of work</b>	To be agreed
<b>Reporting to</b>	Student supervisor coordinator
<b>Specific responsibilities of the post</b>	<ol style="list-style-type: none"> <li>1. To supervise students at lesson changeover and break times on the journey between the school's two sites (including crossing the High Street), and around either site, and as pupils arrive at and leave school each day.</li> <li>2. To supervise the students' breakfast facility</li> <li>3. To ensure that pupils behave appropriately at all times and report any concerns of poor behaviour to student services staff, or any serious or persistent to a member of the Senior Leadership Team</li> <li>4. To ensure that the site is clean and tidy during and following each break by ensuring that all litter is put in the bins provided and that tables and chairs, where appropriate, are wiped after use.</li> <li>5. To report to a member of the Senior Leadership Team any serious health and safety issues</li> <li>6. To clean areas of the school, as required by the premises manager.</li> <li>7. To carry out any other reasonable tasks, as directed by a member of the Senior Leadership Team</li> </ol>
<b>Responsibilities as a member of staff</b>	<ol style="list-style-type: none"> <li>1. To ensure an appropriate individual response to whole school priorities</li> <li>2. To support the personal and social development of students within the school</li> <li>3. To engage actively in the appraisal process</li> <li>4. To implement all school policies</li> </ol>
<b>Personal qualities; the post holder is expected to be:</b>	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities</li> <li>2. Committed to the ethos of Magdalen College School</li> <li>3. Committed to teamwork within all aspects of the school</li> <li>4. Proactive in terms of furthering their professional knowledge and skills</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time</p>	

to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post-holder.

Signed .....Post holder

Signed .....Line Manager

Date .....