

EPSOM GIRLS GRAMMAR SCHOOL

JOB DESCRIPTION

POSITION: Night Supervisor
NAME:
TENURE: Permanent
RESPONSIBLE TO: Assistant Principal
FUNCTIONAL RELATIONSHIPS WITH: House Managers and other Epsom House staff and students

Key performance Areas	Expected outcomes and performance indicators	Comments on performance
1. Student Welfare	<ul style="list-style-type: none">• Follows the nightly procedures as set out in the manual.• Fulfils the systems of expected behavior and discipline as set out in the Handbook and manual.• Works co-operatively with other staff, students prefects in carrying out specified procedures.• Protects the emotional safety of students by adhering to the BOT policies and guidelines listed in the manual.• Protects the physical safety of students by adhering to the BOT policies and guidelines listed in the manual.• Identifies concerns and works individually and consultatively towards solutions.	

	<ul style="list-style-type: none">• Attends Professional Development training regarding issues relevant to working with young women.• Attends sick students, makes emergency medical arrangements where necessary.	
2. Management	<ul style="list-style-type: none">• Manages the EH office systems and procedures in a professional manner as listed in the manual and EH handbook.• Carries out delegated responsibilities.• Responsible for the EH office, students and environment whilst on duty.• Keeps the required records including a written account of what happened whilst on a shift as part of hand over.• Provides relevant information at the weekly staff meetings.• Provides relevant and appropriate EH information to parents, public and school bearing in mind the Privacy Act.• Participates in Professional Development in areas appropriate to office management and keeps pace with technological advances.• Participates in the consultation and evaluation processes of management.• Identifies problems and identifies solutions to take to a consultation process.• Follows all office systems.• Informs the Assistant Principal of any serious problems (as listed in the manual).	

3. Facilities and Grounds	<ul style="list-style-type: none">• Assists the Assistant Principal in any matters pertaining to safety and presentation of the grounds and facilities if requested, bearing in mind staff safety and health.• Undertakes specific set cleaning tasks on a daily, weekly or termly basis.	
4. General	<ul style="list-style-type: none">• Is on call for and attends to any event or emergency while on site in line with emergency procedures in the staff manual.• Exercises professionalism and care when dealing with students. Adheres to the EH policies, operating procedures and handbook at all times.• Carries out duties in the office or EH, which help to get EH in order for start of term and running smoothly at all other times.• Actively assists the Assistant Principal and other staff where necessary.	

Date of Job Description: