

EPSOM GIRLS GRAMMAR SCHOOL

JOB DESCRIPTION

POSITION: Supervisor

NAME:

HOURS: Saturday – 7.00am – 3.30pm – Sunday 7.30am – 3.30pm

TENURE: Term time only

RESPONSIBLE TO: Assistant Principal with Responsibility for Epsom House

FUNCTIONAL RELATIONSHIPS WITH: Deputy Principal with responsibility for Epsom House, 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 procedures as set out in the handbook.• Fulfills the system of expected behavior and discipline as set out in the handbook.• Works co-operatively with other staff, students and prefects in carrying out specified procedures.• Initiates and consults with other staff and students in the carrying out of projects and recreational activities for the enjoyment of Epsom House students.• Takes students out of Epsom House on group excursions, adhering to safety policies and guidelines listed in the manual.	

	<ul style="list-style-type: none"> • Protects the emotional safety of students by adhering to the Board of Trustee policies and guidelines listed in the handbook. • Protects the physical safety of students by adhering to the Board of Trustee policies and guidelines listed in the handbook. • Identifies concerns and works individually and consultatively towards solutions. • Attends Professional Development training regarding issues relevant to working with young women. • Attends sick students, making doctor's appointments and liaising with school nurse. 	
<p>2. Management</p>	<ul style="list-style-type: none"> • Manages the EH office systems and procedures in a professional manner as listed in the EH handbook. • Carries out delegated responsibilities. • Is responsible for the EH Office, students and environment whilst on duty. • Keep the required records including a written account of what happened while on 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 to keep pace with technological advances. • Ensures that Assistant Principal is informed of any serious problems as listed in Handbook. • Participates in the consultation and evaluation processes of management. 	

	<ul style="list-style-type: none"> • Identifies problems and identifies solutions to take to a consultation process. • Supervises relief or part time staff. 	
3. Education	<ul style="list-style-type: none"> • Keeps the petty cash system, telephone accounts and other office book keeping systems in order. 	
4. 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. 	
5. 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 handbook. • Exercises professionalism and care when dealing with students at all times in line with Epsom House policies, operating guidelines and the Handbook. • Carries out necessary duties in the office or Epsom House generally to get Epsom House in order for the start of term and for the general smooth running at all other times. 	

Date of Job Description: November 2020