**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**

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| **Key performance Areas** | **Expected outcomes and**  **performance indicators** | **Comments on performance** |
| 1. Student Welfare | * 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. * Attends Professional Development training regarding issues relevant to working with young women. * Attends sick students, makes emergency medical arrangements where necessary. |  |
| 1. Management | * 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). |  |
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| 1. Facilities and Grounds | * 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. |  |
| 1. General | * 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: March 2020**