**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.
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| 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.
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**Date of Job Description: March 2020**