



Secondary School Break and Lunch Supervisor (CDD)

Main responsibilities and functions:

Supervising and accompaniment of students during breaks and lunchtimes; administrative support tasks at other times.

In the Middle School at Lunch and Break times:

- Setting an appropriate tone for student behavior
- Maintaining a visible and active presence in student spaces
- Taking any necessary action to ensure student safety
- Intervening in any disputes or accidents that may arise and completing any relevant paperwork relating to incidents
- Encouraging the students to respect spaces that they are using
- Looking after any students who are ill, and ensuring that they are sent to the nurse

At Lunch Times:

- Collecting the box of activities and ensuring that the students return the equipment to it at the end of their activity
- Ensuring that the students not in lunch are behaving appropriately
- Managing the orderly entry and exit of students from the eating areas
- Supervising the students during their lunch break,
 - In the cafeteria
 - In other rooms designated for eating
 - In the buildings, more generally
 - In the outside play area
- Collecting the list of students who should be present from the administrative assistant
- Taking accurate attendance of students present
- Alerting a member of staff of students who are not present
- Alerting the administrative assistant in the case of any student having forgotten their lunch
- Paying attention to students' meals, and informing the Wellbeing Team of any concerns
- Ensuring that the students clean up after themselves
- Returning the student attendance lists to the administrative assistant
- Using the designated indoor spaces rather than the outside spaces in the case of inclement weather.

Administrative tasks:

- Supervising the Library in the absence of the Librarian
- Covering for the Receptionist during his/her lunch break
- Undertaking general administrative tasks in support of the work of the Secondary School Leadership Team, including, but not limited to:
 - Photocopying
 - Printing
 - Data processing
 - Filing

In all circumstances, the Secondary School Break and Lunch Supervisor will have to follow the agreed procedure in the event of an emergency, accident or illness.

The Successful candidate will:

- Have a relevant experience in supervising children and students.
- Have knowledge of basic administration procedures.
- Have ICT skills including MS Word and Excel.
- Have excellent organization skills and ability to meet deadlines.
- Be able to communicate clearly, confidently and sensitively with staff, parents and students in both French and English.
- Be able to multitask and willing to tackle a broad range of tasks.
- Have the experience and expertise in supporting and being a team member in a work environment.

Contracts terms and conditions:

The position is based at the International School of Paris in the 16th arrondissement of Paris.

The position is part-time (15 hours a week) for a fixed-term contract starting **August 26th, 2019 until June 30th 2020.**

It is essential for all applicants to hold a nationality of one of the European Union countries, or valid French working papers.

In the case of interest, please send a resume, a cover letter and details (including email address) of three professional referees to jobs@isparis.edu by May 30th, 2019.