

## 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 16<sup>th</sup> arrondissement of Paris.

The position is part-time (15 hours a week) for a fixed-term contract starting **as soon as possible, until June 30<sup>th</sup> 2020.**

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