

Primary School Lunch/Play Supervisor & Administrative Support

The position is a 32 hours a week position based at the International School of Paris in the 16th arrondissement of Paris starting February 1, 2024 at the latest.

A minimum of one reference from your current or most recent employer is a mandatory requirement. Selected candidates will be invited to an interview and undergo pre-recruitment procedures. In accordance with our Child Protection Policy, they will also be asked to provide official criminal background checks from all countries in which they have lived in for the last 10 years.

Should you be interested, please send your application (CV, Cover Letter, details of three professional referees) to jobs@isparis.net by January 15, 2024.

Please note that ISP reserves the right to close any vacancy earlier than the application deadline, should an appointment be made before the closing date.

Primary School Lunch/Play Supervisor & Administrative Support

Main responsibilities and functions:

Supervising and accompaniment of students lunch times and play/park times; administrative support tasks at other times.

Lunch/Play(Park) Supervisor:

- Supervising the students during their lunch and on campus play times.
- Accompanying the students to and from the Park
- Taking care that students walk safely and in an orderly manner and are respectful to each other and to members of the public
- Watching the students at play in the park and takes any necessary action to ensure their safety
- Intervening in any disputes that may arise and completes any relevant paperwork relating to incidents
- Encouraging the children to respect the park's rules and to take care of the environment
- Setting an appropriate tone for student behavior
- Maintaining a visible and active presence in student spaces
- Encouraging the students to respect spaces that they are using
- Administering First aid and implementing IHPs (individual health plans) as necessary
- Paying attention to students' meals, and informing the Wellbeing Team of any concerns
- Ensuring that the students clean up after themselves
- Using the designated indoor spaces rather than the outside spaces in the case of inclement weather.

Administrative tasks:

- Undertaking general administrative tasks in support of the work of the Primary School Leadership Team, including, but not limited to:
 - Photocopying/printing

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International School of Paris

Educating *for* complexity

- Data processing
 - Resource management
 - Filling parent forms, trips forms etc.
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- Assist in keeping records in accordance with the school's data protection laws, ensuring information security and confidentiality at all times
 - Any other admin duties as assigned by the Primary School Leadership
 - In all circumstances, the Primary Lunch & Play Supervisor will have to follow the agreed procedure in the event of an emergency, accident or illness.
 - Covering for the Receptionist during their lunch break and as needed at other times.

Requirements

Experience

- Carrying out administrative tasks
- Dealing with face-to-face and telephone interactions
- Working with children or young people
- Working and collaborating within a team

Skills and knowledge

- Good oral and written communications skills (Fluent English/French Intermediate)
- Ability to respond quickly and effectively to issues that arise
- Ability to plan, organise and prioritise to meet deadlines
- Ability to use own initiative and take action accordingly
- Excellent attention to detail
- Ability to use IT packages including word processing, spreadsheets and presentation software
- Ability to use relevant office equipment effectively
- Ability to build effective working relationships with colleagues
- Understanding of data protection and confidentiality
- Understanding of safeguarding

Personal qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality
- Embraces change well
- Deals with difficult situations effectively

