

## Job Description for Primary School Park Supervisor

**Main responsibilities and functions:** Supervising and escort of students during lunch break.

In the Primary School, the Park Supervisor will be responsible of:

- Supervising the students during their lunch break
- 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.

### The Successful candidate will:

- Have a relevant experience in supervising children and students.
- Have knowledge of basic administration procedures.
- Be able to communicate clearly, confidently and sensitively with staff, parents and students in English.
- 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 (2h15 per day) for a fixed-term contract starting **as soon as possible until the end of June 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](mailto:jobs@isparis.edu).**