



HERTFORDSHIRE COUNTY COUNCIL  
**WORMLEY C of E PRIMARY SCHOOL (VC)**  
Cozens Lane East, Wormley, Broxbourne, Herts. EN10 6QA  
Tel: 01992 303331 email: admin@wormleyprimary.co.uk



**Have Faith, Show Respect, Take Responsibility and Achieve**

**Job Title:** Midday Supervisory Assistant (MSA)  
**Work Location:** School Based  
**Reports To:** Senior Midday Supervisor Assistant  
**Grade / SCP:** H1 / 2  
**Salary:** £23,656 (FTE) pay award pending  
**Contract Type:** Permanent, part-time  
**Hours of Work:** This is a part-time appointment of 6 hours and 40 minutes per week, worked over 38 weeks per year (term-time only). The working pattern is Monday to Friday, from 12:00pm to 1:20pm (1 hour and 20 minutes per day)  
**Actual Salary:** £3,565.86 (paid in 12 equal monthly instalments)

#### Main Purpose

To ensure the safety and wellbeing of pupils during the lunch period.

#### Key Responsibilities

- Prepare the layout of the tables in preparation for lunch including laying up tables.
- Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners.
- Clear up the dining room after the lunch break including clearing any food and wrappings left on the tables, wiping the tables and chairs, and sweeping/mopping the floor.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
- Setting out and storing equipment.
- Provide a safe environment for pupils to play/socialise outside.
- Encourage children to be resilient and independent and follow the values of the school.
- Ensure the behavior system is followed and deal with incidents accordingly. Report to Senior Staff in line with the school's policy.
- Provide first aid during the lunch period as required

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

#### Job Context

- Working with the other supervisory assistants and catering staff to ensure that the school lunch breaks start and finish on time.
- Ensuring that pupils have either a cooked or packed lunch.
- The role involves looking after the children in the dining room and on the playground.
- An ability to encourage the children to play well together respecting the school's rights and responsibilities.

- A firm but caring and fair approach to behaviour management is essential.

#### Contacts

- Headteacher, Senior Midday Supervisor Assistant, Midday Supervisory Assistants, Teaching and Support staff.
- Pupils.
- Catering staff.

<b>Knowledge</b>	<b>Competencies</b>
Level 1 Safeguarding / Awareness of keeping children safe Health and Safety Manual Handling First Aid certificate Understanding of the Schools Ethos, Vision and Values	Communication Team working Active listening Sensitivity Initiative

#### Supervision

- Supervised on a daily basis by the Senior Midday Supervisor Assistant on duty.

#### Problems, Demands & Decisions

- Sometimes troublesome behaviour from pupils in the dining room/playground which is reported to Senior Staff
- Occasionally a child may feel unwell during lunch and need help and this is also reported to Senior Staff if necessary.

#### Physical Effort

- Moving and carrying dining tables and chairs at the beginning and end of the shift. Bending and stretching to clean and tidy up.

#### Working Environment

- This work is carried out indoors and outside and there are no really hazardous conditions.

*This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought from the Disclosure & Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks.*