



JOB TITLE: Midday Supervisory Assistant
REPORTS TO: Headteacher

1. PURPOSE OF THE ROLE

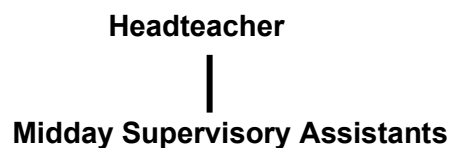
- To prepare the hall for school lunches and clear away afterwards.
- To supervise pupils before, during and after dining sessions.

2. MAIN AREAS OF RESPONSIBILITY

- Prepare the layout of the tables and chairs in preparation for lunch.
- Supervise the pupils when they are in the dining room eating lunch:
 - Help to cut food for children who are struggling.
 - Instil good table manners.
 - Help to instruct in the correct use of cutlery.
 - Carry trays for younger children if necessary.
 - Maintain an acceptable volume level in the hall and good standards of behaviour.
- Supervise pupils on the playground:
 - There must always be at least one person on duty when children are on the playground.
- Supervise pupils in class areas when weather is inclement.
- To administer basic first aid if required.
- Clear up the dining room after the lunch on a rota basis, including:
 - Clearing any food and wrappings left on the tables.
 - Wiping the tables.
 - Sweeping and mopping the floor.
 - Checking chairs are clean.
 - Organising the putting away of dining tables.
- Carrying out other auxiliary duties as requested by the Headteacher.

During the dinner hour, the roles of each MSA will be completed on a rota basis.

3. ORGANISATION CHART



4. SUPERVISION

This role is supervised by the Headteacher.

5. JOB CONTEXT

- Working with 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.
- Supervising the pupils over the lunch period.

6. CONTACT

- Supervisory Assistants and other teaching and support staff
- Pupils
- Catering staff



7. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working in an environment where there are children and young people would be desirable but not necessary.
- Knowledge of basic hygiene procedures.
- Basic knowledge of first aid.
- Ability to work in a team.

7a. EQUALITIES

Be aware of and support difference and ensure that pupils are treated equally and without prejudice.

7b. HEALTH & SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

7c. DISCLOSURE AND BARRING SERVICE CHECKS

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced check will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

8. PROBLEMS AND DECISIONS

- Any troublesome behaviour from pupils in the dining room should be reported to the Headteacher and recorded on a Record of incident/conversation form.
- Occasionally a child may feel unwell during lunch and need help and this is reported to a member of staff if necessary.

9. PHYSICAL EFFORT

Moving and carrying dining tables and chairs at the beginning and end of the shift. The job may involve lifting children after falls or accidents as necessary.

10. WORKING ENVIRONMENT

This work is done both indoors and outside. There are no really hazardous conditions but the job may include clearing up blood or other bodily fluids of children after accidents or sudden illness.

11. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. Pupils can sometimes display inappropriate or non-compliant behaviour. This needs to be addressed calmly, firmly but also sensitively to maintain high expectations within every aspect of school. Duties begin at 12:00 prompt and finish at 1:00pm.

All staff are required to attend and participate in relevant in-service training and other continued professional development, as well as annual performance appraisal, as required by the school's policies and practice.

Signed: (*Midday Supervisory Assistant*)

Signed: (*Head Teacher*)

Date: