



Job title: Midday Supervisory Assistant

At Ludwick Nursery School eating together is an important part of our daily routine linking to our curriculum ambitions of ‘developing a sense of community’ and ‘becoming an effective communicator’. Our children who are at nursery all day, need skilled care at lunchtime to ensure that they feel safe and cared for and to aid the development of their social and communication skills.

Post Title: Midday Supervisory Assistant (MSA)

Grade : HB – pro rata

Hours: Monday- Friday 11am-1pm term time only

1. Purpose of the Job

To work as part of a team of midday supervisory assistants, following instruction from the Senior MSA to maintain an indoor and outdoor environment that is conducive to safe, active play, adhering to school policy (e.g. School Behaviour Policy) and procedures (e.g. reporting safeguarding concerns) at all times to keep children happy, safe and ready to learn

2. Employment Duties

This is a support staff post within the school’s staffing structure. The post is otherwise subject to the National Agreement on Pay and Conditions of Service (the ‘Green Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment. All staff in school will be expected to accept, in good grace, reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective running of the school.

As a member of the school staff, the post holder will be required to:-

- Comply with policies and procedures relating to child protection, health and safety, equality, confidentiality and data protection; and
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.

3. Relationships

The post holder is responsible to the Senior MSA and members of the Senior Leadership Team for duties relating to the supervision of children. The post holder is expected to interact on a professional level with pupils, parents, carers and colleagues – including outside agencies – and



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governors, as required, seeking to establish and maintain productive relationships with them to promote mutual understanding of the school's safeguarding procedures, the school's approach to behaviour management and the school's curriculum.

4. Particular Responsibilities/Key Tasks

The post holder will be required to work flexibly as part of a team of midday supervisory assistants with guidance and training from or organised by the Senior MSA to ensure the following occurs every day:

Responsibilities:

- To clear away snack, empty and load dishwashers, tidy the kitchen area ready for lunch
- 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 wrapping left on the tables, wiping the tables and chairs, and sweeping 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
- Encourage pupils to select and eat healthy balanced meals
- Provide a safe environment for pupils to play/socialise outside
- Encourage children to be resilient and independent and follow the values of their school
- Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the schools policy
- Provide first aid as required and in line with training received.

5. Support for Whole School

- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings and training, as required;
- Be a role model for pupils and colleagues in terms of professional behaviour and attitude, maintaining a positive, can-do attitude always, and through maintaining an impeccable punctuality and attendance record;



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- Uphold confidentiality and comply with policies and procedures relating to safeguarding, particularly the Child Protection Policy, Supporting Children with Medical Needs Policy, Health and Safety Policy and the School Behaviour Policy.

Knowledge	Competencies
Qualifications Level 2 or above childcare qualification Health and Safety Level 1 Safeguarding / Awareness of keeping children safe Understanding of the Schools Ethos, Vision and Values Manual Handling First Aid certificate	Communication Team working Active listening Sensitivity Initiative

Equalities: Contribute to a working environment which supports equal opportunities and anti-discriminatory practice by committing to equality of opportunity for all regardless of gender, disability, religion, ethnic origin and sexual orientation.

Health and Safety: Be aware of and comply with policies and procedures relating to health and safety and report all concerns to an appropriate person. The job may involve moving and carrying dining tables and chairs at the beginning and end of the shift. The job may include lifting children after falls or accidents and clearing up blood or other bodily fluids of children after accident or sudden illness.

Disclosure and Barring Service It is Hertfordshire County Council (HCC) policy that all staff and volunteers are required to obtain a Disclosure and Barring Service (DBS) check at the appropriate level. As this role involves direct and regular contact with children, an enhanced DBS check will be required as part of the HCC preemployment checks. Working environment: This work is done inside the dining areas and classrooms and outside on the playground or field. Supervision Supervised on a daily basis by the Senior MSA or a member of the Senior Management Team in her absence.

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This role will be reviewed annually.

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.