



HERTFORDSHIRE COUNTY COUNCIL
WORMLEY C of E PRIMARY SCHOOL (VC)

Cozens Lane East, Wormley, Broxbourne, Herts. EN10 6QA
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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:	HB / 3
Salary:	£25,614 (FTE)
Contract Type:	Variable hours, Part-time, Term-time only (38 weeks)
Hours of Work:	This appointment is intended to be part of the cover team to accommodate sickness, planned and unplanned absences, and other types of leave. Due to the nature of the work, the role will be offered on a variable contract. Variable contracts are generally utilised to engage individuals for occasional, fluctuating, or unpredictable work. Such contracts do not guarantee a set amount of work and do not impose an obligation on you to accept any offered work. The working pattern is Monday to Friday, from 11:50am to 1:10pm (1 hour and 20 minutes per day), however, exact timings will be discussed.

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.

Knowledge	Competencies
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.