



JOB DESCRIPTION

Post Title: Midday Supervisory Assistant (MSA)

Contract Type: Permanent, Term Time Only

Hours: 7.5 hours per week, 12-1.30pm, Monday - Friday

Pay Scale: HB Grade - £25,614, Pro-rata

Purpose of the role:

- Responsible for the safety, welfare and conduct of pupils during lunchtimes, in classrooms, dining room, playground and when moving from one area to another
- Preparing the dining room for school lunches and clearing away afterwards.

Main areas of responsibility:

- Communicate effectively with all staff and pupils promoting professional relationships.
- Work as part of a team to ensure that the school lunch breaks start and finish on time.
- Ensuring the safety, well-being, and welfare of all pupils at all times by supervising children in the dining hall, playground, and other school areas.
- Encouraging healthy eating, good table manners, conversation, and positive social interactions.
- Assisting with setting up and clearing away the dining room.
- Promoting cooperative and safe play, and supporting pupils to navigate friendships and regulate.
- Supporting the effective day-to-day delivery of the school's OPAL (Outdoor Play and Learning) provision.
- Assist in dealing with playground incidents in accordance with school behaviour policy.
- Carry out basic first aid as required ensuring that all incidents requiring first aid are communicated and recorded in line with school's procedures and policies.
- Uphold and promote all school policies, including safeguarding, equality and health and safety.

PERSON SPECIFICATION

Essential:

- Enjoy working with children.
- Good communication skills.
- Build positive working relationships within the team.
- Understanding of safeguarding and child protection (full training will be provided)

Desirable:

- Previous experience in working with children in a school or similar environment.
- Basic first aid.
- Knowledge of positive behaviour management strategies.

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 disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

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.