

JOB TITLE: Midday Supervisory Assistant (MSA)

RESPONSIBLE TO: Assistant Headteachers / Headteacher

GRADE: HB (SCP1)

1. PURPOSE OF THE JOB

To ensure the safety and wellbeing of pupils during the lunch period. To prepare the dining room for school lunches and clear away afterwards and to supervise pupils whilst they eat lunch.

2. MAIN AREAS OF RESPONSIBILITY

- 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.
- Supervise the children on the playground or in the classrooms if wet.
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables and wiping the tables 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
- Provide a safe environment for pupils to play/socialize 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 during the lunch period as required

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

3. ORGANISATION CHART:

- Headteacher
- Assistant Headteachers
- Teacher
- Midday Supervisory Assistant

4. SUPERVISION

Supervised on a daily basis by the Assistant Headteachers or Headteacher.



5. JOB CONTEXT

Working with MSAs 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 and supervising the pupils over the lunch period.

6. CONTACTS

- MSAs and other teaching and support staff
- Catering staff
- Pupils

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.

8. PROBLEMS AND DECISIONS

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

9. PHYSICAL EFFORT

Moving and setting up dining tables and chairs at the beginning and end of the shift. Training will be given.

11. WORKING ENVIRONMENT

This work is done mainly indoors and there are no really hazardous conditions.

12. ADDITIONAL INFORMATION

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. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices. All staff should make every effort to attend team meetings 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.

This role will be reviewed annually.