Job Description – MSA Supervisory Assistant

Ickleford Primary School
Pay Grade: HB
Purpose of the Role: To ensure the safety and wellbeing of pupils during the lunch period

Key Responsibilities

Supervision & Safeguarding

- Supervise children in the dining hall, playground and other areas during the lunch period.
- Ensure the safety, welfare and well-being of all pupils at all times.
- Maintain high standards of behaviour and support children to resolve minor issues calmly and fairly.
- Follow school policies and report concerns to the Senior Midday Supervisor or Headteacher.

Supporting Pupils in the Dining Hall

- Help pupils queue safely and sensibly for their lunch.
- Encourage good table manners and healthy eating habits.
- Assist younger pupils with opening packages, cutting food or carrying trays where needed.
- Ensure the dining area is kept tidy and safe, wiping tables and clearing spills promptly.

Playground Duties

- Actively engage with children to promote positive, inclusive play.
- Monitor the use of play equipment and ensure it is used safely.
- Support children to develop friendships and play cooperatively.
- Follow the school's procedures for dealing with accidents, incidents or inappropriate behaviour.

First Aid & Health

- Administer basic first aid (where trained) and record incidents according to school procedures.
- Be aware of pupils with medical needs or allergies and act in line with guidance given.

Teamwork & Communication

- Work closely with the midday team, teachers and support staff.
- Attend training or briefings as required, including safeguarding and behaviour management.
- Share important information promptly with the appropriate staff member.

Personal Qualities

- Reliable, punctual and able to use initiative.
- Kind, calm and patient, with a genuine enjoyment of working with children.
- Able to follow instructions and school procedures.
- Good communication skills and the ability to work well in a team.
- Ability to remain consistent and fair when managing behaviour.

Experience & Training

Essential:

- A caring, responsible approach and willingness to work with children.

Desirable:

- Experience of working with children in a school or similar setting.
- First aid training (this can be provided).

- Safeguarding training (provided by the school)

This job description will be reviewed annually as part of the performance management program.

This job description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder. This will be communicated by the headteacher.

Disclosure and Barring Service

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 Disclosure and Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks.

This will be reviewed September 2026

Ickleford Primary School
Shared Values · Shared Aspirations · Shared Achievements