

Job Description : MSA

Post title: Midday Supervisory Assistant
School: Bedwell Primary School
Pay range: HB
Line manager: Senior MSA

Main purpose of the job

- Prepare the dining room for school lunches and clear away afterwards.
- Supervise pupils whilst they eat lunch and go out for lunchtime break.
- Seek to ensure the safety and welfare of all pupils during the midday break.
- Model and promote the values and ethos of the school.

Duties and responsibilities

- Supervision of pupils immediately before, during and after the midday meal.
- Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
- Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
- Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Policy.
- Organising play/games as appropriate on the field or playground.
- Organising play/games as appropriate inside school on wet days.
- Establish good relationships with pupils and avoid confrontational situations wherever possible.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Contribute to the overall ethos of the school.
- Participate in training and other learning and development activities as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, e-safety, confidentiality and data protection; and report all concerns to an appropriate person.
- Undertake any other duties as appropriate to the grade of the post as requested by the Headteacher or Deputy Headteacher.

The job may include clearing up sick or other bodily fluids of children after accident or sudden illness. MSAs are expected to work outdoors, all year round.

Signature of Post holder _____

Date / /

Signature of Headteacher _____

Date / /

