

JOB DESCRIPTION

Job Title: Midday Supervisory Assistant (M.S.A.)

Grade: HA

Responsible to: The Headteacher

Job Purpose:

To supervise pupils during the mid-day break, in accordance with the instructions of the Headteacher.

Responsibilities:

1. To ensure that the dining room is prepared for lunchtime e.g. chairs and tables in place, tables clear and clean, tray and cutlery trolleys in position, dirties trolley, cutlery bowl and waste bowl in place and drinks put out on side table.
2. During the meal: to encourage children to eat their meal and clear away their own plates, etc., to wipe tables and to remove stacks of dirty plates, etc. into the kitchen for washing.
3. At the end of the meal to wipe down tables and return all trolleys and washing bowls to the kitchen.
4. To supervise pupils remaining on the premises at lunchtimes in all areas of the school, including classrooms, playgrounds, playing fields and dining areas, in accordance with the daily timetable.
5. To provide assistance to pupils in the event of minor accidents and basic First Aid.
6. To maintain acceptable standards of conduct and discipline amongst pupils, ensuring that all school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Headteacher.