



Job Description: Midday Supervisory Assistant

JOB TITLE: Midday Supervisory Assistant (MSA)
REPORTS TO: Senior Supervisory Assistant / Headteacher
SALARY RANGE: HB (Herts NJC Scale)

1. Purpose of the job

To be responsible for the safety, welfare and good conduct of pupils during the midday lunch break, to prepare the dining room for school lunches, clear away afterwards, and to supervise pupils whilst they eat lunch or are at play.

2. Main duties

- Help maintain order and good conduct during lunch times
- 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, encouraging good social skills and manners
- Clear up the dining room after the lunch break, including any food, wrapping and water spillages on tables and floors, wiping tables and chairs, and sweeping the floor
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the lunch period, having regard for special or additional needs
- Setting out and storing equipment
- Encourage children to select and eat healthy balanced meals
- Provide a safe environment for pupils to play/socialise outside
- Encourage children to be resilient and independent and follow the values of our 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
- Contribute as a member of the team to the ethos and environment of the school.

3. Supervision

Supervised on a daily basis by the Senior Supervisory Assistant on duty. Report to Headteacher in case of absence due to illness.

4. Job Context

Working with supervisory assistants 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.

5. Knowledge, Experience and Training

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

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.

This role will be reviewed annually as part of the PMD process

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.

Version: January 2024