

**HERTFORDSHIRE COUNTY COUNCIL  
CHILDREN, SCHOOLS & FAMILIES  
JOB DESCRIPTION**

**JOB TITLE: MIDDAY SUPERVISORY ASSISTANT**

**LOCATION: SCHOOLS**

**GRADE: H1**

**1. PURPOSE OF YOUR JOB**

To prepare the pupils for lunch including personal and basic needs.

**2. MAIN AREAS OF RESPONSIBILITY**

- To assist pupils to eat lunch.
- To feed pupils where necessary.
- To provide all care needs.

**3. ORGANISATION CHART**

Office manager – Janet Warrington

**4. SUPERVISION**

Supervised on a daily basis by the allocated MSA/Teaching Assistant.

**5. 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.

**6. CONTACTS**

- Supervisory Assistants and other teaching and support staff
- Pupils
- Catering staff

**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 Supervisory Assistant.
- Occasionally a child may feel unwell during lunch and need help and this is also reported to the Supervisory Assistant if necessary.

## **9. FINANCE AND RESOURCES**

## **10. PHYSICAL EFFORT**

Moving and carrying dining tables and chairs at the beginning and end of the shift.

## **11. WORKING ENVIRONMENT**

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

## **12. ADDITIONAL INFORMATION**

Pupils can sometimes display threatening behaviour.

---

**It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.**