

**Headteacher  
Mrs Elaine Close**



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Hertfordshire County Council

<http://www.stonehill.herts.sch.uk>

## **Job Description**

### **Midday Supervisory Assistant (MSA)**

Grade: **HB**

Hours: **11.45 am to 1.10 pm Monday to Friday, term time only**

#### **Purpose of the Role:**

- To ensure children eat their lunch in a safe and orderly environment
- To support children in playtime activities and ensure the safety, welfare and conduct of pupils during the lunch break

#### **Responsibilities:**

- Prepare the dining hall for children to eat lunch
- Supervise children in the dining hall when they are having lunch, encouraging good social skills and table manners
- Assist younger children with cutting up food, as required
- Clear the dining hall, wipe tables and chairs and sweep the floor
- Supervise activities outside or, in bad weather, inside the classroom
- Manage behaviour issues in a calm and positive manner in accordance with the school's policy and report details to the class teacher
- Provide basic first aid, as required
- Participate in training, as required

*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.*

