



JOB DESCRIPTION

**Post Held:** Midday Supervisory Assistant (MSA)  
**Salary Scale:** HB  
**Effective from:** ASAP

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**BROAD DESCRIPTION:**

Supervise and ensure the safety and well-being of pupils during the lunchtime period.

Work under the general direction of the Senior MSA (SMSA), members of the senior leadership team and lunchtime duty teachers

**TYPICAL TASKS**

Set up the tables and chairs in the dining room

Collect and serve food to the tables

Assist pupils when returning used plates, trays, cutlery, beakers and clearing tables

Supervise and support pupils eating food brought from home and ensure packed lunch equipment is cleared away

Assist and support children with eating, e.g, using cutlery appropriately and encouraging independence as necessary

Escort children to and from the dining room

Supervise children and outside activities as directed by the duty teacher

Ensure safe return of pupils to classroom and outside to the playgrounds

Provide intimate care, including toileting and nappy changing

Attend to minor accidents or to pupils who become ill

Report to SMSA/SLT if accident occurs or if pupil falls ill

Monitor pupil behaviour, intervening as necessary in accordance with the school's behaviour policy and Herts Steps

Report to SMSA any incidents to be logged on CPoms

Clear up and clean dining room at the end of lunch time

Attend MSA meetings and any relevant training

**QUALIFICATIONS / TRAINING AND LIKELY ABILITIES**

- Literacy skills to be able to understand school policies and complete accident book

- Be able to understand, comply and work within policies: eg. school behaviour policy, child protection policy, health and safety, staff code of conduct, confidentiality and other school rules
- Be aware of the particular needs of the pupils
- First Aid trained, including buccal, epipen and asthma
- Herts Steps trained