



FAIRLANDS PRIMARY SCHOOL

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

JOB DESCRIPTION

Name

Job Title **Midday Supervisory Assistant**

Location **Fairlands Primary School**

Grade **HB**

Reports to **Deputy Headteacher**

JOB PURPOSE

1. To prepare the dining room for school lunches and clear away afterwards and to supervise pupils whilst they eat lunch and go out for lunchtime break.
2. To seek to ensure the safety and welfare of all pupils during the mid-day break.
3. To actively model and promote the values and ethos of the school.

KEY RESPONSIBILITIES

1. Supervision of pupils immediately before, during and after the midday meal. This includes pupils who have a school meal as well as those who bring their own food
2. When necessary, to instruct pupils' to wash dirty hands.
3. Supervision of pupils' entry into the dining room, including any walk or journey to the dining room that might be required.
4. Assistance for pupils where necessary to carry trays etc to table and to return empty dishes etc to service counter.
5. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
6. Taking such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.

7. Supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play/games as appropriate inside school on wet days.
8. Patrol all areas of supervision, maintaining vigilance and intervening to prevent the development of poor conduct.
9. Establish good relationships with pupils and avoid confrontational situations wherever possible.
10. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
11. To keep up-to-date and informed about recent developments in your job; to participate in annual professional development opportunities and training.

Other responsibilities

1. Contribute to the overall ethos / work aims of the school.
2. Participate in training and other learning activities and performance development as required.
3. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, e-safety, confidentiality and data protection; and report all concerns to an appropriate person.
4. To undertake any other duties as appropriate to the grade of the post as requested by the headteacher or deputy headteacher.

Working environment

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness. MSAs are expected to work outdoors, all year round.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

1. Commitment to equal opportunities and inclusion.
2. Good general standard of education.
3. Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.
4. Ability to relate to children and adults
5. Empathy with the needs of children and young people

6. Ability to work effectively within a team environment.
7. Ability to manage pupils' behaviour and welfare.
8. Good communication skills - able to effectively communicate with children and colleagues.

Desirable

9. Basic knowledge of first aid.
10. Experience of working with children of the relevant age, in a caring or educational environment.

Print Name:

Signed:

Date:

July 2023

