



Holtsmere End Infant and Nursery School

Midday Supervisory Assistant (MSA)

Hours: 12.05-1.20

Fixed Term until July 2025 – there is the possibility of a permanent post after this date depending on school funding

Main Areas of Responsibility

- To supervise pupils in their outside/indoor play.
- To prepare the dining room/dining area in preparation for lunch including putting up tables.
- To clear the dining room after the lunch break including clearing any food and wrappers left on the tables and wiping the tables clean, collapsing them and sweeping the floor.
- To supervise pupils whilst they eat lunch. Encouraging the use of cutlery and good table manners.
- To supervise children outside and initiate and join in games
- Liaise with class teachers at the end of duty and inform them of any incidents

Knowledge, Experience & Training

- Experience of working with children would be an advantage but not essential.
- Good communication skills and the ability to use own initiative.
- Punctual and reliable
- 1st aid qualification desirable, but not essential.

All necessary training will be given

Please note that a DBS (Disclosure and Barring Service) check and will be applied for and 2 references from a previous employer will be required.