



Job Description: Midday Supervisory Assistant (MSA)

JOB TITLE: Midday Supervisory Assistant (MSA)

REPORTS TO: Senior Supervisory Assistant / Headteacher

SALARY RANGE: HB1 (Herts NJC Scale)

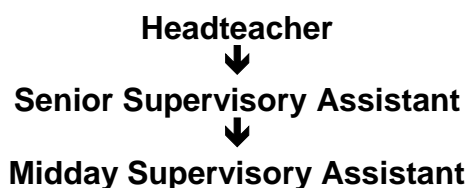
1. Purpose of the job

To be responsible for the safety, welfare and good conduct of pupils during the midday lunch break, to prepare the dining room for school lunches, clear away afterwards, and to supervise pupils whilst they eat lunch or are at play.

2. Main duties

- Help maintain order and good conduct during lunch times
- Prepare the layout of the tables in preparation for lunch, including laying up tables
- Supervise the pupils when they are in the dining room eating lunch
- Clear up the dining room after the lunch break, including food and water spillages on tables and floors
- Supervise the pupils when they are outside at play, or inside in bad weather, helping to organise play activities as appropriate
- Positively encourage good behaviour, table manners and hygiene
- Contribute as a member of the team to the ethos and environment of the school.

3. Organisation Chart



4. Supervision

Supervised on a daily basis by the Senior Supervisory Assistant on duty. Report to Headteacher in case of absence due to illness.

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. Knowledge, Experience and Training

- Experience of working in an environment where there are children and young people would be desirably but not necessary
- Knowledge of basic hygiene procedures
- Knowledge of Safeguarding and Child Protection issues/procedures (training is provided)

7. Problems and Decisions

- Supporting pupils with their behaviour, which is reported to the Senior Supervisory Assistant and/or Headteacher if below school expectations
- Occasionally a child may feel unwell during lunch and need help, also reported to the Senior Supervisory Assistant if necessary

8. Physical Effort and Working Environment

- Moving and carrying chairs/mobile dining tables
- Active participation in pupil's play is not essential but lots of fun!
- Work is done both indoors and outdoors. A school coat is provided for colder/wet weather

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

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