

Job Description

DEPARTMENT:	Schools
LOCATION:	Newick
JOB TITLE:	Midday Supervisory Assistant (MDSA)
GRADE:	East Sussex Single Status Grade 2
RESPONSIBLE TO:	Headteacher/School Business Manager
MAIN PURPOSE OF THE JOB:	To supervise and take care of the children during the lunch time period in all areas inside and outside of the school.

KEY TASKS

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or School Business Manager.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or his/her nominated representative.
4. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
5. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
7. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Post Title: Midday Supervisory Assistant (MDSA)

Location: Newick

Grade: Single Status 2

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	• Ability to use language and other communication skills that children can relate to • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to demonstrate active listening skills • Ability to empathise with the needs of children • Ability to work within and apply all school policies e.g. behaviour management, Health & Safety, Equal Opportunities • Ability to work effectively with colleagues		• Application /Interview
Education & Qualifications			• Application /Interview
Knowledge	• A basic knowledge of Health & Safety requirements in a school environment		• Application /Interview

	Knowledge of the school's behaviour management policy		
Experience	Experience of establishing positive relationships with children	Previous experience of working as a Mid-day Supervisory Assistant or other work involving children	Application /Interview
Personal Attributes	- Willingness to participate in training and developmental opportunities offered by the school and county - Willingness to maintain confidentiality on all school matters		Application /Interview

Date (drawn up): February 2025
Reference of Officer(s) drawing up person specifications: LD
Job Reference: MDSA-01

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No