

Job Description

School:	Parkland Junior School
Job Title:	Midday Supervisory Assistant (MDSA)
Grade:	SAT 2
Line Manager to:	Headteacher or Senior Midday Meals Supervisor

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

Main duties and responsibilities (Accountabilities):

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the Headteacher or Senior Midday Supervisory Assistant.
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 Trust's policy on Equality Objectives.

This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post

Person Specification

Job Title: Midday Supervisory Assistant

Grade: SAT 2

	Essential	Desirable
Qualifications		Is First Aid trained or is willing to undergo training.
Experience		Experience of working in school, or in other child related roles.
Knowledge & Skills	Good command of the English language. A willingness to learn.	An understanding and knowledge of various need types and how to meet those needs.
Personal qualities	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. Team player Initiative Communication skills Commitment to the role	Is able to demonstrate flexibility.