**EASTBURY FARM PRIMARY SCHOOL**

**JOB DESCRIPTIONJOB TITLE:** MSA

**DATE:** Autumn Term 2021

**SALARY RANGE:** HB3

**Reports to:** Deputy Head Teacher

**Purpose of the Role:** To prepare the dining room for school lunches, clear away afterwards and to supervise Pupils whilst they eat lunch and play.

**Responsibilities:**

* 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 clearing any food and wrapping left on the tables and wiping the tables
* Supervising pupils on the playground
* Administer first aid when necessary and appropriate

**Supervision:** Supervised on a daily basis by the Senior Midday Supervisory Assistant on duty.

**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.

**Contacts:**

* Supervisory Assistants and other teaching and support staff
* Pupils
* Catering staff

**Knowledge, Experience and Training:**

* Experience of working in an environment where there are children and young people would be desirable but not necessary
* Knowledge of basic hygiene procedures
* Knowledge of basic first aid
* Safeguarding Level 1

**Problems and Decisions:**

* Sometimes troublesome behaviour from pupils in the dining room or outside, which is reported to the Supervisory Assistant.
* Occasionally a child may feel unwell or get injured during lunch and need help and this is also reported to the Supervisory Assistant if necessary.

**Physical Effort:** Manoeuvring trolleys

**Working Environment:** This work is done indoors and on the playground and there are no really hazardous conditions.

**Additional Information:** Pupils can sometimes display challenging behaviour.

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the Performance Management Appraisal process.*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*