 Malmesbury C of E Primary School

Job Description: Mid Day Supervisory Assistant

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| **Reference** | | SCH034 Grade B | |
| **Job Title** | | MDSA | |
| **Responsible to:** | | School Business Manager | |
| **Main Job Purpose:** | | Responsible under the direction of the School Business Manager or other designated person, individually, or as a member of a team, for securing the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school and local authority. | |
| **Main Duties** | | | |
| 1 | Supervision of pupils, either in the lunch hall or other areas in the school (eg: playground), whilst they are eating lunch or taking part in other lunchtime activities. | | |
| 2 | Carry out associated duties, e.g. clear spillages, clean tables and chairs, stack tables and chairs that are used during the lunch break, sweep floor and wash up as directed by the designated person. | | |
| 3 | Carry out minor first aid on pupils and enter incidents that have been identified by the school in the accident book or on an accident slip. | | |
| 4 | Report to senior MDSA any accidents of the type identified by the school - e.g. head injuries, or pupils who become unwell, so that parents can be contacted. | | |
| 5 | Report to senior MDSA any strangers, visitors or potential hazards on the school site | | |
| 6 | Attend in-service training when required. | | |
| 7 | Take part in job review meetings and MDSA meetings when requested | | |
| 8 | Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy. | | |
| **Supervision and Management** | | | |
| The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits. | | | |
| **Creativity and Innovation (ie: Problem solving)** | | | |
| The main focus of the job is to ensure standards and policies are followed. Problem solving is not a key feature of the job. | | | |
| **Key Contacts and Relationships** | | | |
| Contact with Class Teacher  Contact with School Business Manager/Designated Person  Contact with pupils  Head Teacher  All Staff | | | Tell if pupil has been in trouble during lunch or unwell  Any problems or ideas  Supervision  At meetings  During lunchtime supervision or socially |
| **Decision Making** | | | |
| The jobholder decides which sanction to apply to a pupil, within school policy. The jobholder decides when and what minor first aid should be given to a pupil. The MDSA may make suggestions to the School Business Manager or designated person and make recommendations about a pupil’s behaviour or illness to the designated person or Teacher. | | | |
| **Resources** | | | |
| The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources. | | | |
| **Working environment** | | | |
| The jobholder is constantly standing and walking. Manual handling of tables and/or equipment is involved. Some of the work is undertaken outside. There is background noise from pupils.  The jobholder is dealing with pupils and may also come into contact with parents or other visitors to the school. | | | |
| **Knowledge and Skills** | | | |
| The job requires the ability to communicate with young people. A typical new employee would require a period of training to be fully competent in the main aspects of the job within the school’s rules and procedures. | | | |

**Name of post holder:**

**Signed:**

**Date**