

Job Description			
Midday Supervisory Assistant Grade 1	Mapperley Plains Primary and Nursery School	Profile Midday 1 Play Team Member	
Job Purpose: To supervise and support children in dining and play areas during the school lunch break, helping to secure their safety, welfare and positive behaviour. To help create inclusive, enjoyable lunchtimes where children can eat, play, build friendships and develop independence, in line with the school's values and agreed procedures.			
Key Responsibilities			
1. Supervise children attentively in the dining hall, playground and other designated areas, including classrooms or indoor play areas during bad weather. 2. Support safe movement between dining and play areas, supervise queues and help maintain an orderly and pleasant lunchtime. 3. Help children with meal routines, encourage good manners and independence, and follow staff guidance on any dietary, medical or additional needs. 4. Encourage children to return trays, crockery and cutlery safely. Wipe tables and deal promptly with spillages in line with hygiene procedures. 5. Help leave dining areas clean and tidy, and support the safe setting out and clearing away of agreed lunchtime resources. 6. Build positive, respectful relationships with children; listen to them and respond to their individual needs with patience and care. 7. Support the school's OPAL approach by encouraging inclusive, child-led play, helping children access activities and joining in sensitively when appropriate. 8. Promote kindness, cooperation and fairness. Help children manage everyday disagreements through a calm and consistent approach in line with school policy. 9. Remain vigilant about children's whereabouts, behaviour and safety. Follow agreed supervision arrangements and seek support promptly when needed. 10. Follow the school's play and risk-management procedures. Identify and report hazards, damaged equipment or unsafe situations, and take appropriate immediate action within your role. 11. Help children who are upset or need assistance, including with toileting or personal care where required, following school procedures and protecting their dignity. 12. Respond to accidents, illness or injury in line with school procedures; summon appropriate help, provide first aid only within your training and record incidents as required. 13. Pass on relevant information about children's welfare, behaviour or lunchtime experience to the appropriate member of staff. 14. Where used, assist with routine lunchtime registers, tokens or other simple dining arrangements as directed.			

General Responsibilities

- Promote and safeguard the welfare of every child for whom you are responsible or with whom you come into contact. Follow the school's safeguarding and child-protection procedures and staff code of conduct.
- Report safeguarding concerns promptly to the designated safeguarding lead or deputy, following the school's reporting and escalation procedures. Do not investigate concerns yourself.
- Attend safeguarding, first-aid, play and other relevant training as required, and maintain an understanding of the responsibilities of the role.
- Support inclusion and equality, adapting your approach so that children with different needs can participate safely and feel that they belong.
- Work cooperatively with colleagues and the member of staff overseeing lunchtime provision. Follow agreed instructions and contribute to a positive team culture.
- Comply with relevant health and safety, food hygiene, confidentiality and data-protection procedures. Share information only with the appropriate people.
- Undertake other reasonable duties consistent with the nature and Grade 1 responsibilities of the post. Permanent changes to duties will be discussed and recorded through the appropriate school and HR processes.

Working Arrangements

Hours: 7.5 hours per week, 11:45am–1:15pm, Monday to Friday, term time only.

Contract: Permanent.

Accountability: Responsible to the Headteacher through the member of staff designated to oversee lunchtime provision.

Supervision of staff: No responsibility for managing or supervising other employees.

Person specification: See the separate MDSA and Play Team Person Specification.

Duties will be undertaken within contracted hours unless otherwise agreed. The role includes indoor and outdoor work and practical lunchtime tasks, with reasonable adjustments where required.