



FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION

MIDDAY SUPERVISORY ASSISTANT (MSA)

Line Managers job title:	Communications & Administration Business Support Officer
Salary:	Points 1 of SET Support Staff Salary Scale FTE £22,366 per annum Pro rata £3,833- £3,903 per annum, including an allowance for holiday pay – amend to suit
Tenure:	Permanent
Contract type:	Term-time only
Hours per week:	7.5 hours per week

THE POST

Framingham Earl High School is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Midday Supervisory Assistant (MSA).

The purpose of the role is to supervise pupils under the direction of the Assistant Business Support Manager to ensure the safety and well-being of pupils and the adherence with the school procedures while in main eating areas.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of a Midday Supervisory Assistant (MSA) are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;

- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges;
- Ability to follow organisation policies e.g. behaviour management
- Ability to de-escalate challenging situations

The qualifications and experience required of a Midday Supervisory Assistant (MSA) are:

- Desirable: previous experience working with young people
- Desirable: previous experience working in a school environment
- Desirable: safeguarding training
- Desirable: first aid qualification
- Desirable: fire marshal

JOB SPECIFICATION

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Supervise children in the main eating areas of the school, including the dining hall in order to ensure the safety and good behaviour of the children;
- Supervise the children during the meal to ensure that a good atmosphere is maintained;
- Maintain good order at all times to ensure that school standards are adhered to;
- Assist generally in the dining area e.g. Wiping up spillages to ensure a safe and ordered environment is maintained at all times;
- Supervise the movement of children to and from the dining room in order to ensure the safety and well-being of the pupils;
- Set up and clear away the tables and chairs in the dining room;
- Follow the school procedures when dealing with poor behaviour
- Refer any concerns regarding the safeguarding of children to the designated person or alternate;
- Report any first aid concerns or needs to the office
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Assistant Business Support Manager

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time only (normally 38 weeks)
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Hours per week	7.5 hours per week
Normal working Pattern	Monday – Friday 13.00-14.30
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	<p>Until 31st March 2024</p> <p>Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.</p> <p>From 1st April 2024</p> <p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p>
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.

REMUNERATION

- Points 1 of the Support Staff Salary Scale
- FTE Salary: **£22,366** per annum
- Pro rata salary: **£3,833- £3,903** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at **22%**, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.