

SAPIENTIA EDUCATION TRUST

FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION

MIDDAY SUPERVISORY ASSISTANT (MSA)

PERMANENT, PART-TIME, 7.5 HOURS PER WEEK, TERM-TIME ONLY

Line Manager:	Communications & Administration Business Support Officer
Salary:	Point 1 of the SET Support Staff Salary Scale: FTE £20,258 per annum Pro Rata £3,426 - £3,487 per annum, including an allowance for holiday pay

THE POST

Framingham Earl High School seeks to appoint an MSA 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.

Framingham Earl High School is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all School support staff 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;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an MSA are:

- Time Management
- Strong communication skills
- Ability to follow organisation policies e.g. behaviour management
- Ability to de-escalate challenging situations

The qualifications and previous experience required for an 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

General Responsibilities

The post-holder will be required to comply with the Framingham Earl High School Code of Conduct for Staff and Volunteers.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 School's programme of Performance Management and Continuing Professional Development.

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.

Specific Responsibilities

- 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

HOURS OF WORK

Paid weeks	Term Time only (normally 38 weeks)
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Hours per week	7.5
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.
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.
Overtime	Additional hours may be worked by mutual agreement with the line manager and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay.

REMUNERATION

Salary Details:

- Point 1 of the SET Support Staff Salary Scale:
- **FTE** £20,258 per annum
- **Pro Rata** £3,426 - £3,487 per annum, including an allowance for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year 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.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

School staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Framingham Earl High School's nominated pension scheme for support staff.

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 Framingham Earl High School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of 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.

REVIEW

The Job Description will be reviewed annually as part of Framingham Earl High School's Performance Management programme.