



**Acorn**  
Education Trust

# Midday Supervisory Assistant (MDSA)

Willowbrook Primary School

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*



# About Willowbrook Primary School

*Flourishing together through love, laughter and learning*

Willowbrook Primary School is a small, warm and welcoming school, educating children between the ages of 4 and 11 years. Located in the heart of Trowbridge in Wiltshire, we are a loving, caring and inclusive community where we respect, appreciate and support each other and our environment.

Everything we do in school is rooted in our school values or **Willowbrook Rappers** – **R**esilience, **A**spiration, **P**ride, **P**ositivity, **E**mpathy, **R**espect, **S**afety, which are interwoven into our daily routines. Our dedicated staff have the highest aspirations for all our children and are committed to providing them with a rich and inspiring education that will nurture them as well-rounded individuals with the confidence, ability and desire to make the world a better place.

Each child is valued as an individual, encouraged to reach their potential and have a belief that they can achieve so they can flourish personally and academically with a sense of pride.

We recently joined Acorn Education Trust as a way to build on and embed our success, which has enabled us to share the best of what we do as well as learn from the good that schools in the local area do.

Our school has a wide range of excellent facilities, including:

- Extensive grounds with playground, climbing area, nature area, field and running track.
- Early years outdoor learning area
- Large hall for productions, sport and dining
- Four classes and break out spaces to work in small groups
- Recent major investment in ICT equipment

We look forward to welcoming you to our school and showing you what makes Willowbrook such a wonderful school.

**John Bullen**  
*Headteacher*

For more information, please visit our website: [www.willowbrookprimary.uk/](http://www.willowbrookprimary.uk/)

# Job description

<b>Job title</b>	Midday Supervisory Assistant (MDSA)
<b>Reporting to</b>	MDSA Lead / Headteacher

## Main purpose

The MDSA will work alongside the wider MDSA team/MDSA Lead to support with school lunchtime provision and the supervision of children during this time to ensure they are provided with a healthy and enjoyable meal experience. This includes the proper receipt and storage of daily school meal delivery, serving food, setting and clearing up the dining area, as well as assisting and observing children as they collect and eat their lunch. The role may also include supervision with inside / outside lunchtime play / activities, while ensuring the safety and enjoyment of children at all times.

## Duties and responsibilities

- Support staff in the day-to-day running of school lunchtime provision, ensuring that it runs smoothly;
- Work together with the MDSA team/lead to ensure consistency with weekly lunchtime planning and meal provision for all children;
- Receive and properly store the school meal delivery;
- Set up the dining area for lunch service (preparing the dining area, setting up food and equipment in an organized manner for service);
- Serve meals to students, ensuring each child is provided with a nutritious meal;
- Clean and tidy the dining area after lunch service and prepare it for the next day;
- Ensure Health and Safety is paramount for children in the dining area(s) as well as during inside / outside lunch play;
- Supervise, care for and assist children during lunchtime provision, ensuring they eat their lunch, behave politely and are respectful of others;
- Ensure cleanliness standards are maintained and any activities used during lunchtime provision are tidied away, tables cleaned, floors swept and washing up is completed, as or where necessary;
- Ensure all children enjoy a calm lunchtime;
- Ensure children are cared for in a happy, safe and stimulating environment;
- Maintain positive engagement with children;
- Ensure the welfare of all children, including monitoring and managing pupil behaviour, where necessary.

# Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> <li>• Certificate in Food Hygiene ( or willingness to complete it)</li> <li>• First aid training (or willingness to complete it)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working in a similar role (desirable);</li> <li>• Experience working with children / young people (desirable);</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Excellent communication, interpersonal and organisational skills;</li> <li>• Ability to build effective working relationships with pupils and staff;</li> <li>• Knowledge of guidance and requirements around safeguarding children;</li> <li>• An understanding and passion about childcare and education;</li> <li>• An interest in creating high quality lunch-time experiences for children;</li> <li>• Ability to devise creative indoor / outdoor play activities for children.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Enjoyment of working with children;</li> <li>• Friendly and approachable, with a commitment to providing a welcoming environment for children;</li> <li>• Commitment to safeguarding pupil's wellbeing and equality;</li> <li>• Able to work well in a team and efficiently;;</li> <li>• Self motivated, energetic and proactive.</li> </ul>

The MDSA will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## Continued Professional Development (CPD)

---

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## Health and wellbeing

---

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## Pensions

---

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

# How to apply

If you would like more information about this role, please contact the school office via email at [admin@willowbrookprimary.uk](mailto:admin@willowbrookprimary.uk) or by phone on 01255 355 511.

## To apply

---

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Willowbrook Primary School,  
Broadcloth Lane, Trowbridge, Wiltshire BA14 7HE

01255 355 511

[admin@willowbrookprimary.uk](mailto:admin@willowbrookprimary.uk)

*Willowbrook Primary School, as part of the Acorn 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. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*