



Ashleigh Primary School and Nursery

Job Description: Midday Supervisory Assistant

We are looking for enthusiastic and motivated people to join our midday supervisory staff to ensure a happy and safe environment for the children during lunchtimes. You will need an approachable and calm manner, have the ability to work effectively as part of a team and be able to relate well to children. The employment will be for an hour and ten minutes on the days the school is in full session.

You will be required to:

- Supervise the pupils who remain on the premises during the lunch break and those who return to school before the start of the afternoon session under the direction of the Senior Midday Supervisor;
- Ensure the safety and well-being of pupils;
- Ensure adherence to school procedures while in play areas, the dining hall and classrooms during lunchtime;
- Deal with all aspects relating to the welfare and behaviour of all pupils;
- Support children when eating with cutting and chopping food, encouraging independence;
- Encourage children to eat their food;
- Encourage children to eat sensibly, and quietly;
- Administer first aid when necessary;
- Reports incidents or disciplinary matters to the Senior MSA or Headteacher as appropriate.

Duties

- All MSAs must be in their allocated area ready to take charge at the relevant time;
- The class teacher releases the pupils into the care of the MSA when s/he is ready to hand over supervision;
- The children go to the hall on a rota basis to eat their lunch;
- The class teacher will collect the children at the end of lunchtime;
- The MSA will be responsible for overseeing the pupils until the class teacher's return;
- The cloakroom areas must be left tidy;
- This job description allocates responsibilities and duties. In addition you may be required to undertake any other reasonable task during your period of employment.

Ashleigh Primary School and Nursery is committed to safeguarding and promoting the welfare and wellbeing of all children and expects all volunteers and staff to share this commitment. The successful applicant will be subject to an enhanced DBS disclosure.

The successful applicant will also be required to complete a declaration form under the requirements of the Childcare (Disqualification) 2009 Regulations.