



JOB DESCRIPTION: MEALTIME SUPERVISORY ASSISTANT

Job title:	Mealtime Supervisory Assistant (MSA)
Responsible to:	<i>Lead MSA / Principal</i>
Salary / Grade:	HB.2
Actual salary:	£4130
Working hours / weeks:	7.5 hrs per week, Mon-Fri, Term Time Only (38 wks)
Core purpose of the role:	To ensure the safety and wellbeing of pupils during the lunch period. Fulfil duties reasonably directed by the Lead MSA/Principal

TRUST RESPONSIBILITIES

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

KEY RESPONSIBILITIES

- Prepare the layout of the tables in preparation for lunch including laying up tables
- Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners
- Clear up the dining room after the lunch break including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor
- Supervise activities and playground games where appropriate
- Maintain the health, safety, welfare, good conduct and safeguarding of pupils during the break, having regard to special or additional needs
- Setting out and storing equipment
- Encourage pupils to select and eat healthy balanced meals

- Provide a safe environment for pupils to play outside
- Encourage children to be resilient and independent and follow the values of their school
- Ensure the behaviour system is followed and deal with incidents accordingly. Report to senior staff in line with the Academy's policy
- Provide first aid as required

HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems.

This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Notes:

- This document does not form part of the contract of employment.
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises

PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
Ability to work as part of a team	E
Good communication skills	E
Active listening skills	E
Child Protection Training Level 1	D
First Aid Certificate	D
Previous experience of working in a school/play setting	D