



Lodge Farm Primary School
Mobbsbury Way
Chells
Stevenage
Herts SG2 0HR

Tel: 01438 236600

“Learning in mind, community at heart”

email: admin@lodgefarm.herts.sch.uk
www. lodgefarm.herts.sch.uk

Acting Headteacher: Angie Smith

Midday Supervisory Assistant (MSA)

Job Details

Salary range: HB
Contract type: Permanent
Reporting to: Headteacher

Main purpose

To ensure the safety and wellbeing of pupils during the lunch period.

Key responsibilities

1. Prepare the layout of the tables in preparation for lunch including laying up tables.
2. Supervise the pupils when they are in the dining room eating lunch, encouraging good social skills and manners
3. 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.
4. Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
5. Setting out and storing equipment
6. Provide a safe environment for pupils to play/socialise outside
7. Encourage children to be resilient and independent and follow the values of their school
8. Ensure the behaviour system is followed and deal with incidents accordingly.

9. Report to senior staff in line with the schools policy
10. Provide first aid during the lunch period as required

Knowledge	Competencies
Health and Safety	Communication
Level 1 Safeguarding / Awareness of keeping children safe	Team working
Understanding of the Schools Ethos, Vision and Values	Active listening
Manual Handling	Sensitivity
First Aid certificate	Initiative

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 Hertfordshire County Council's 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.

This role will be reviewed annually as part of the PMD process

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.

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