



**EMAT**  
EASTERN MULTI-ACADEMY TRUST



## **Midday Supervisor (MSA)**

**Norwich Road Academy  
Thetford, Norfolk, IP24 2HT**

*Recruitment Pack*



# About the role

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At Norwich Road Academy, the role of Midday Supervisor (MSA) is to Supervise pupils under the direction of the Principal or Duty Manager to ensure the safety and wellbeing of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate.

# Key responsibilities

The **Midday Supervisor** will:

- Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Principal or the Duty Manager in order to ensure the safety and good behaviour of the children.
- Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.
- Maintenance of good order at all times to ensure school standards are adhered to.
- General assistance in the dining room eg wiping up spillages to ensure a safe and ordered environment is maintained at all times.
- Supervision of movement of pupils to and from the dining room in order to ensure the safety and wellbeing of pupils.
- Assist in setting up and clearing away tables in the dining room.
- Ability to understand the health needs of pupils and administer basic first aid and to assist in administration of medication to pupils.
- Ensure appropriate responses in respect of child protection and safeguarding issues.
- To ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
- Undertake such other duties as may be reasonable requested by the HR Manager, Director of Finance and Operations and/or Chief Executive.

This summary offers an overview of the key responsibilities of the role. To view the full responsibilities, please review the job description.





# Person Specification

The ideal candidate will have the following personal attributes and accreditations:

	Criteria	Essential
Knowledge, Understanding and Experience	Knowledge of school standards and procedures	✓
	Knowledge of health and safety regulations within a school environment, eg Basic Health and Safety Training	✓
Other Requirements	Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	✓
	Ability to work flexibly outside normal hours if necessary	✓

This summary offers an overview of the key specifications of the role. To view the full criteria, please review the job description.



# Job Overview

<b>Academy</b>	Norwich Road Academy, IP24 2HT
<b>Start date</b>	TBC
<b>Reporting to</b>	Deputy Principal
<b>Salary</b>	£3,356 per annum, pro-rated.
<b>Pension</b>	Local Government Norfolk Pension
<b>Hours per week</b>	6.25 hours per week, term time only
<b>Contract type</b>	Permanent

Eastern Multi Academy Trust (EMAT) is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. Our workplace practices support a range of family friendly, flexible and inclusive work arrangements, staff engagement forums and employee support services to welcome and support staff from different backgrounds. Our ambition is to demonstrate in our work together that we promote an inclusive environment and signal our commitment to celebrate and promote diversity.

# How to Apply

Applications should be received no later than 7th January 2025. .

Please complete the online application process via My New Term and note that all information within your application will be treated confidentially.



# Norwich Road Academy

*Part of the EMAT Group*



**Eastern Multi-Academy Trust**

 [recruitment@eastern-mat.co.uk](mailto:recruitment@eastern-mat.co.uk)

 01553 779685

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# Job Description

**Post Title:** Midday Supervisor

**Grade:** B

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## **Main Purpose**

Supervise pupils under the direction of the Principal or Duty Manager to ensure the safety and wellbeing of pupils and the adherence with school procedures while in play areas, the dining room, classrooms or in transit between schools where appropriate

## **Main Accountabilities**

- Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by either the Principal or the Duty Manager in order to ensure the safety and good behaviour of the children.
- Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.
- Maintenance of good order at all times to ensure school standards are adhered to.
- General assistance in the dining room eg wiping up spillages to ensure a safe and ordered environment is maintained at all times.
- Supervision of movement of pupils to and from the dining room in order to ensure the safety and wellbeing of pupils.
- Assist in setting up and clearing away tables in the dining room.
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- To ensure safe working practices, and insofar as is reasonably practicable, a hazard free environment in all areas.
- Undertake such other duties as may be reasonable requested by the HR Manager, Director of Finance and Operations and/or Chief Executive.

**Other features of the Post:** You will also work one hour per week in the classroom with the pupils in order to create a positive relationship with the pupils.

**Other features of the Post:** This Job Description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary.

# Personal Specification

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore, bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-

A = Application    I = Interview    P = Presentation    T = Test

	Essential	Desirable	Assessment Stage
<b>KNOWLEDGE, UNDERSTANDING AND EXPERIENCE</b>			
Knowledge of school standards and procedures	✓		I
Knowledge of health and safety regulations within a school environment, eg Basic Health and Safety Training	✓		I/T
<b>OTHER REQUIREMENTS</b>			
Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	✓		I
Ability to work flexibly outside normal hours if necessary		✓	A