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**Mid-day Supervisory Assistant (MDSA)**

Recruitment Pack



**Advert Opens**: 08.01.2025 **Advert Closes**: 15.01.2025

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# Grove Learning Trust (GLT) Vision

Together, we will create **remarkable** schools in which all children can thrive.

As one organisation, Grove Learning Trust, with schools that are unique and united, shares aspiration for our children, which is underpinned by a strong commitment to our values.

**Trust >> Connect >> Collaborate**

# A snapshot of Shaw Ridge School…







**See more at:** <https://shawridgeprimary.org.uk/>**.**

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# Our school values

# Shaw Ridge Primary School

In our school we aim to develop a love of learning so that each individual can make a real difference to themselves, other people and the world around them.

Shaw Ridge Primary is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Welcome

Welcome to Shaw Ridge Primary School!

We are a 2-form entry primary school with a 24-place nursery catering for 3- & 4-year-olds situated in the heart of West Swindon.

We benefit from superb teaching facilities and extensive outdoor spaces which enhance the learning we offer.

We strive to provide a broad and balanced curriculum which excites and engages our pupils.  I feel it is a privilege to be Head Teacher of this friendly inclusive school.



# Job Description

|  |  |
| --- | --- |
| **Job Title:** | Mid-day Supervisory Assistant (MDSA) |
| **Location:** | Shaw Ridge Primary School |
| **Reporting to:** | Head Teacher |
| **Responsible for:** | To assist in the supervision of pupils during the lunch break, as required to ensure the safety, general welfare and behaviour management of pupils during this period. |
| **Effective date of JD:** | As soon as possible |
| **Salary Range:** | NJC Scale J2 |
| **Working Hours:** | 1.5 hrs per day to cover the lunchtime period 7.5 hours a week |
| **Working Weeks:** | Term time only |

# Job Purpose:

To be responsible for the supervision of all pupil behavior during the lunch break, in the playground, or other areas of the school as required by the Headteacher. To share in school ethos of promoting a positive approach to behavior management.

# The successful applicant must

* To be responsible for the supervision of all pupil behavior during the lunch break, in the playground, or other areas of the school as required by the Headteacher. To share in school ethos of promoting a positive approach to behavior management.
* To be responsible for the care of pupils as necessary, depending on Key Stage e.g. taking them to the toilet, providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed.
* To be responsible for the supervision of pupil hygiene and health and safety e.g. hand washing.
* To foster pupil’s self-esteem and independence, however assisting pupils where necessary, for example
* To carry trays etc. to the table, and to return empty dishes etc. to the service counter.
* To open packed lunches, cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc. if required.
* To assist as required in clearing tables, wiping them down and resetting according to meals.
* To assist in the setting up and removing of furniture for lunch time in any area of the school as required.
* To give minor first aid to pupils, requesting assistance when needed with injuries or illness. Liaising with the head teacher on welfare matters and injuries that cause concern. To report all accidents, ensuring that the procedure for recording accidents in the accident book is followed.
* Be flexible, organized and have an excellent time keeping skills to ensure bookings run on time.

# Community

* Liaise with all users.

# Other areas of responsibility

* Read and follow the relevant school policies.
* Undertake training required to develop in the role.
* Ensure all duties and responsibilities are undertaken in line with the school’s health and safety policy.
* Contribute to the safety of children and young people and protect them from harm.

# Personal Qualities

* Commitment to promoting the ethos and values of the school.
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
* Ability to work under pressure and prioritise effectively.
* Commitment to maintaining confidentiality at all times.
* Commitment to safeguarding and equality.
* Embraces change well.
* Deals with difficult situations effectively.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| Experience | Working in a school context |  | ★ |
|  | Working and collaborating within a school team | ★ |  |
|  | Good oral and written communications skills | ★ |  |
|  | Ability to respond quickly and effectively to issues that arise | ★ |  |
|  | Ability to use own initiative and take action accordingly | ★ |  |
| Skills | Ability to build effective working relationships with pupils and colleagues. | ★ |  |
|  | Understanding of data protection and confidentiality | ★ |  |
|  | Understanding of safeguarding | ★ |  |
|  | Understanding of safeguarding  Commitment to promoting the ethos and values of the school | ★  ★ |  |
|  | Understanding of safeguarding | ★ |  |
|  | Ability to work under pressure and prioritise effectively | ★ |  |
|  | Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school | ★ |  |
|  |
| Personal Attributes | Commitment to maintaining confidentiality at all times | ★ |  |
|  | Commitment to safeguarding and equality | ★ |  |
|  | Deals with difficult situations effectively | ★ |  |
|  | Reliability and diligence | ★ |  |
|  |  |  |  |
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|  |  |  |  |

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# Recruitment Process

**Applications and Visits**

We would really like to meet you and show you around. Visits can be arranged by contacting our school office team on 01793 871601 or by e-mailing [hr@grovelearningtrust.co.uk](mailto:hr@grovelearningtrust.co.uk)

Download an application pack for this position by:

* Accessing e-Teach and searching Swindon vacancies for Community Caretaker
* Accessing our school website
* Speaking to a member of our school office team

**School Website**

<https://shawridgeprimary.org.uk/>

**Key Dates:**

**Advert opens : 08.01.2025**

**Advert closes: 15.01.2025**

**Shortlisting: 16.01.2025**

**Interviews: 20.01.2025**

Candidates who are successful at the shortlisting stage will be notified shortly after the closing date. Candidates who have not heard from us by this point should presume that their applications have not been successful on this occasion.

We reserve the right to interview prior to the closing date.

We will seek references for all shortlisted candidates prior to interview and, in line with guidance in ‘Keeping Children Safe in Education’, online checks will also be made of shortlisted candidates.

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# Safeguarding, Equal Opportunities and Data Protection

**Safeguarding**

We are committed to safeguarding and promoting the welfare of all children. We expect all candidates to share this commitment. The successful candidate will be expected to undertake an enhanced Disclosure & Barring Service (DBS) and relevant identity, qualification and disqualification by association checks before a formal offer is made, contracting is undertaken and induction commences within our school.

For further details about safeguarding, please visit our school website.

**Equal Opportunities**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

**Data Protection Privacy Notice**

As part of the recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting data protection obligations. For further information on how we collect and process data, please refer to the Data Protection Policy & Privacy Notice found on [www.grovelearningtrust.co.uk](http://www.grovelearningtrust.co.uk)