

HARDENHUIISH SCHOOL

Job Description & Person Specification

"A High Performing Academy"



Job title	Midday Supervisory Assistant MDSA
Hours of work	12.15pm to 1.30pm Monday to Friday inclusive (1.25 hours per day, 6.25 hours per week) 38 weeks per year (term time only)
Employment status	Permanent part-time
Grade	Grade B, spinal point 7 - 9
Hourly rate	£9 - £9.18per hour

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose

Responsible under the direction of a member of the Leadership Team or other designated person, individually, or as a member of a team, for ensuring the safety, welfare and good conduct of pupils during the midday break period in accordance with the practices and procedures of the school.

Responsible to

Deputy Headteacher
Business Manager, who has overall responsibility for all school support staff

Contacts

Effective working relationships will need to be formed with the Office Manager, teaching and support staff and all pupils.

Key Tasks

- Supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities;
- Carry out associated duties, e.g. clear spillages, pick up litter, clean tables and chairs, stack tables and chairs (that are used during the lunch break) when supervising children in the Canteens;
- Report to the Medical Office or Pastoral Manager any accidents of the type identified by the school - e.g. head injuries, or pupils who become unwell, so that parents can be contacted;
- Report to the Leadership Team or the main office any strangers, visitors or potential hazards on the school site;
- Attend in-service training when required;
- Take part in job review meetings and MDSA meetings when requested;
- Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy;
- Be responsible for opening and closing of the partition doors in Hardenhuish Hall at set times.

Other Duties

This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may

vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Data Protection

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

Person specification

Qualifications	Essential	Desirable
First Aid at Work certificate		•
Experience	Essential	Desirable
Experience in at least one primary or secondary school		•
Experience of working with children aged 11 to 16		•
Personal Qualities	Essential	Desirable
Positive attitude to the safeguarding of children	•	
To like and get on with children	•	
A friendly disposition and good sense of humour	•	
Ability to help resolve conflict and deal sensitively with difficult situations	•	
Ability to work on own initiative	•	
Good communication skills	•	
Enjoy working within education	•	
Willingness to undertake first aid training	•	