



MSA job description

Employment details	
Job title	Midday Supervisory Assistant
Reports to	Headteacher
Hours of work	10 hrs per week term time only
Salary	£5943.00

Key Responsibilities

1. Supervision of Pupils

- Supervise pupils in the dining hall during lunchtime
- Ensure pupils are safe, well-behaved, and following school rules.
- Encourage positive play and good social interaction.
- Support younger or vulnerable pupils where required.

2. Dining Hall Duties

- Assist in the orderly entry and exit of pupils into the dining hall.
- Help children where necessary with opening food packaging or carrying trays.
- Promote good table manners and hygiene practices.
- Monitor food intake and ensure a calm dining environment.

3. Health, Safety and Welfare

- Follow school safeguarding and child protection policies at all times.
- Deal with minor first aid incidents (depending on training).
- Ensure equipment and areas are safe for use.
- Report hazards, accidents, or concerns promptly.

4. Behaviour Management

- Apply school behaviour policies consistently.
- Use positive reinforcement to promote good behaviour.
- Record incidents as required and report to relevant staff.

Working together for a successful future

