

Mr J Freeston BSc (Hons)
Executive Headteacher

Mr R Laker BA (Hons)
Head of School



King Offa Primary Academy
Down Road
Bexhill on Sea
East Sussex TN39 4HS
Tel: 01424 211548
www.kingoffaprimaracademy.org
kingoffaoffice@auroraacademies.org

KNOWLEDGEABLE – SAFE – HEALTHY – EQUAL

JOB DESCRIPTION

Job Title: Mid-day Supervisory Assistant (M.S.A)

Reports to: Deputy Head

Purpose of the Job

To be responsible for the supervision and to ensure the safety of pupils in all areas inside or outside the school building throughout the midday break.

Principal Accountabilities

1. To supervise children at lunch time and to ensure their safety.
 2. To actively promote positive behaviour and intervene to encourage positive relationships and behaviour.
 3. To deal with inappropriate behaviour in accordance with the behaviour policy procedures and where necessary to report difficulties to the line manager.
 4. To help solve conflict amongst children.
 5. To mop up and wipe spillage from floor surfaces or meal tables as and when necessary.
 6. To ensure that dining areas are left in a tidy condition.
 7. To ensure that any injury or sickness of children are referred for First Aid treatment.
 8. To have knowledge of individual pupils special needs and requirements.
 9. Willingness to maintain confidentiality on all school matters.
 10. To undertake any other duties consistent with the purpose of the job
- To uphold the Trust's policies for anti-discriminatory practice and equality of opportunity.
 - To uphold the Trust's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

Job Title: Mid-day Supervisory Assistant (M.S.A)

Reports to: Deputy Head

Essential Criteria:

Job related knowledge, experience and qualification

- Experience of working with children outside of the home (minimum of one year preferred)

Skills and abilities

- Ability to work to time constraints
- Ability to use own initiative
- Ability to support colleagues and contribute positively to team building and working together
- Ability to listen and to communicate effectively with children
- Ability to respond and act quickly to varying situations in a calm manner

Other requirements:

Personal qualities

- Committed
- Good interpersonal skills
- Patient / calm
- Firm but fair attitude
- Flexible