

## **MDS JOB DESCRIPTION**

### **Main job purpose**

To ensure the safety, general welfare and conduct of pupils during the midday break period. Assistance is also given to school and catering staff with basic cleaning and general duties in and around dining areas.

### **Main responsibilities and duties**

1. To supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
2. To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
3. To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
4. To maintain good order in dining areas.
5. To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
6. To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
7. To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
8. To assist in the setting up and removal of furniture where necessary.
9. To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
10. To report any unauthorised visitors on school premises.
11. To complete any documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.

### **Knowledge & skills**

No formal qualifications or previous experience is required but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.

Necessary training in food handling may be required.

### **Supervision and management**

The postholder will be expected to work with limited supervision to an established work pattern. There will be support available from the School Business Manager and Head of School (or designated member of staff). Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters. Problem solving and creativity

### **Key contacts and relationships**

There is a high level of interaction with individual and groups of pupils.  
To work as a co-operative member of a team of supervisory assistants, liaising as necessary with other school staff.

### **Decision making**

The postholder will be supervising the movement and conduct of pupils and be expected to intervene, as appropriate, to establish safe and proper behaviour.  
The nature and level of intervention and the referral of problems to senior staff will depend upon personal judgement within any guidelines and policies issued by the school.

### **Resources**

If personal protective clothing is supplied (tabard, first aid bum bag, first aid hi-vis), it must be worn at all times, as provided, and maintained to an appropriate standard.

### **Working Environment**

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

There will be need to respond to challenging behaviour of pupils.

The post will involve some supervisory duties being undertaken on the playground or other external spaces.

### Person Specification : Midday Supervisor

|                                                                                                           | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Education, Training &amp; Qualification</b>                                                            |           |           |
| Willingness to participate in development and training opportunities                                      | x         |           |
| <b>Previous Experience</b>                                                                                |           |           |
| Experience of working with or caring for children of primary age                                          |           | x         |
| Experience of effectively working as a part of a team                                                     | x         |           |
| Understanding of the importance of following school systems and procedures                                | x         |           |
| Understanding of positive behaviour management                                                            | x         |           |
| <b>Skills &amp; Competencies</b>                                                                          |           |           |
| To have a basic knowledge of first aid and/ or be willing to train                                        |           | x         |
| Responsive to change and ideas.                                                                           | x         |           |
| Ability to contribute to ideas for the on-going development and improvement of lunch time provision       | x         |           |
| To work constructively as part of a team, understanding roles and responsibilities.                       | x         |           |
| To ensure confidentiality at all times                                                                    | x         |           |
| Have an understanding and commitment to the School's equal opportunities policy and how it is implemented | x         |           |
| <b>Personal Attributes</b>                                                                                |           |           |
| To be able to relate well to children and adults.                                                         | x         |           |
| Committed to continuing professional development.                                                         | x         |           |
| To enjoy working with children                                                                            | x         |           |
| Be able to work on own initiative.                                                                        | x         |           |