

www.andoversford.gloucs.sch.uk
email: admin@andoversford.gloucs.sch.uk
Tel: 01242 820407



Andoversford Primary School
Old Gloucester Road
Andoversford
Gloucestershire
GL54 4HR

Headteacher: Rachel Bradley-McKay

ANDOVERSFORD PRIMARY SCHOOL JOB DESCRIPTION

JOB TITLE: Midday Supervisor (MDSA)

GRADE: 2

RESPONSIBLE TO: The Headteacher

PURPOSE OF THE JOB:

- To assist with the supervision of pupils during lunchtime
- To assist with serving and clearing up lunch

MAIN RESPONSIBILITIES AND DUTIES:

- Prepare the hall for lunch by putting out tables, water etc. Manual handling of tables and/or equipment is involved.
- Supervise 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, wipe tables and chairs, and sweep hall floor.
- Assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To encourage appropriate table manners and conduct in the dining hall.
- Tidy lunch equipment away and ensure the hall is cleared and ready for school use in the afternoon
- Ensure that the hall, dining table cupboard and servery are kept clean, with all surfaces wiped daily

Personal Development, Behaviour & Welfare of pupils:

- Report any accidents e.g. prolonged food refusal, head injuries, or pupils who become unwell, to the class teacher and school office
- Maintain high expectations of behaviour management, following the school's Behaviour Policy
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Complete any documentation required by the school in relation to incidents occurring during the lunchtime break period
- Safeguard pupils' health and safety when they are on the school premises and when they are engaged in authorised school activities elsewhere
- Assist with the general pastoral care of pupils
- Report any unauthorised visitors on school premises
- Promote and safeguard the welfare of children and young people within the school and follow school policies and procedures related to this (including reporting inadequate provision within a packed lunch)
- Report any concerns to the designated safeguarding lead

School Development & Self-Improvement:

- To actively extend own professional learning; attend appropriate INSET or performance review meetings
- To participate in the development and implementation of the overall aims, strategic goals and objectives of the school
- To follow school policies under the direction of the Headteacher
- To undertake any other associated duties as are reasonably assigned by the Headteacher