Job Profile

Post	MDSA
Grade	Point 1-2

Job Purpose

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

Main Duties

1. 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.
2. Carry out associated duties, e.g. serving lunch, clear spillages, clean tables and chairs, stack tables and chairs that are used during the lunch break, sweep floor and wash up as required.
3. Report to staff any accidents of the type identified by the school - e.g. head injuries, or pupils who become unwell, so that parents can be contacted.
4. Report to teaching staff/Principal any strangers, visitors or potential hazards on the school site.
5. Attend in-service training when required.
6. Take part in job review meetings and MDSA training meetings when requested
7. Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policies (for example the Behaviour and Discipline policy).

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The main focus of the job is to ensure standards and policies are followed. Problem solving is not a key feature of the job.

Decision Making

The jobholder decides which sanction to apply to a pupil, within school behaviour policy. The MDSA may make suggestions to the staff on site about a pupil's behaviour or illness.

Resources

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

Working Environment

The jobholder is constantly standing and walking. Manual handling of tables and/or equipment is involved. Some of the work is undertaken outside. There is background noise from pupils. Sometimes it may be necessary to move quickly to deal with a situation.

The jobholder is dealing with pupils and may also come into contact with parents or other visitors to the school.

Knowledge and Skills

The job requires the ability to communicate with young people. A typical new employee would require a period of induction in order to be familiar with the main aspects of the job within the school's rules and procedures.

Other Duties

The jobholder may be required to perform duties other than those given in the job description. Particular duties and responsibilities may vary from time to time without changing the overall level of responsibility. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

SUPPORT STAFF - MDSA		
	Essential	**Desirable**
Qualifications		First Aid Qualification Hygiene training Safeguarding Training
Knowledge and Experience	Experience of working with cross-sections of people	Experience of working with children / in a school Experience of working in a catering environment
Personal Qualities	Excellent inter-personal and communication skills Ability to work as part of a team A calm and professional approach A good sense of humour Methodical and organised working methods A positive attitude towards supporting pupils Smart appearance	