



## Job Description and Person Specification

Job Title – MSA

Pay Scale – Point 1 NJC

Responsible to – Head of School

### Role and Context

Supervision of children in all areas of the school, including the dining room, play areas, classroom – as directed by the Head of School in order to ensure the safety and good behaviour of the children.

Supervision of children during the meal to ensure that a good atmosphere is maintained. Encourage good eating habits and assisting younger children where necessary.

The maintenance of good order at all times to ensure school standards are adhered with.

General assistance in the dining area as necessary, e.g. wiping up spillages to ensure a safe and ordered environment is maintained at all times.

Supervision of movement of pupils to and from dining room in order to ensure the safety and well being of the pupils.

Set up and clear away tables in dining room.

### Person Specification

Empathy with children

Able to exert authority and give directions/instruction in a confident manner

Able to communicate with children and adults

Knowledge of school standards and procedures

Knowledge of health and safety regulations within a school environment, Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies or asthma, etc and how to use epipens, etc.

Flexibility

Approachability