

Bath & Wells Multi Academy Trust	
Job Title:	MDSA
Reports To:	Business Manager / Senior MDSA

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Job Purpose

To ensure the safety, general welfare and conduct of pupils during the midday break period.

Provide assistance to school and catering staff with basic cleaning and general duties in and around dining areas.

Main Responsibilities and Duties

- 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.
- To establish safe and appropriate behaviour by effective intervention or referral to senior staff.
- To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements.
- To maintain good order and excellent hygiene practices in dining areas.
- To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter.
- To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- To assist in the clearance of any spillages and wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- To report any unauthorised visitors on school premises.
- 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.
- To prepare food as may be necessary

Supervision and Management

The post holder will be expected to work with limited supervision to an established work pattern. There will be support available from the Headteacher and/or other designated member(s) of staff. Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters.

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 post holder 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, it must be worn at all times, as provided, and maintained to an appropriate standard.

Working Environment

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

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

PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	- Trained in food handling or willingness to be trained. - Trained in First Aid or willingness to undertake training. - A willingness to attend courses as required	- Experience in working with food - Experience of working with children
Knowledge	Knowledge of good food and hygiene practices.	
Skills and Abilities	- Ability to establish positive expectations of pupil behaviour. - Ability to establish good relationships with staff and pupils. - Ability to make judgments and take action to keep children safe. - Sensitivity to pupils' personal needs is important. - A team worker - Caring and compassionate to pupils needs - Good communication skills	
Work-related Personal Requirements	- Ability to effectively interact with pupils and staff. - Willingness - Patience - Committed to ensuring excellent health, safety and welfare of children	

I agree that I have read the job description which is a fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date: