TEACH POOLE – MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title:	**MDSA Level 1**
School:	**TEACH Poole**
Salary Grade:	**Grade C (Point 3-4)**
Responsible to:	**MDSA Level 2**
Responsible for:	**N/A**
Contracted Hours and Working Times:	**AAIS – 5.41 hours - 11.55 am to 1.00 pm**

Main Job Purpose

1) Supervise and maintain positive behaviour of pupils, ensuring their safety and general welfare, during the midday break period.

2) Participate in the setting up, serving of food, clearing away and other related practical duties in and around dining areas as required.

Main Responsibilities and Duties

The extent to which the following responsibilities/duties apply to the post holder will depend on the requirements of the school. Post holders and their line managers should ensure they are both clear as to which of the following are applicable to them, and that these can be achieved in the time available.

1) Prepare the hall/eating area for lunch, and / or clear away afterwards, which may involve moving furniture, as required.

2) Prepare for serving of meals; check that hot food is within the correct temperature range before serving, alerting appropriate person if anything is over or under this range. Ensure there are sufficient appropriate prepared packed lunches, if these are offered as well as or instead of hot food.

3) Serve hot meals to relevant pupils and distribute prepared packed lunches as appropriate. Serve beverages as necessary.

4) Assist pupils with the proper use of cutlery, drinking facilities and other aspects of the midday meal as required, with the collection of food and/or the return of trays or other items to the appropriate area.

5) Encourage pupils as necessary to eat their lunch. Observe as far as possible the extent to which pupils consume their lunch, and alert a senior member of staff to any concerns about whether any child has eaten enough.

6) Assist in clearing any spillages and wiping down, cleaning or resetting of tables.

7) Wash up, clean equipment and serving area; stack and empty the dishwasher. Use dishwasher consumables following COSHH regulations and ensure the relevant person is alerted when consumables need to be reordered.

8) Observe good hygiene practices at all times to ensure required standards are met.

9) Supervise pupils both inside and outside in designated areas of the school during the midday break. Ensure their safety, welfare and general conduct through appropriate application of the school's behaviour, health and safety and other relevant policies and procedures. Establish safe and appropriate behaviour by effective intervention or referral to a senior member of staff.

10) Supervise the movement of pupils to and from dining and play areas, including any personal hygiene requirements.

11) Ensure that pupils do not leave the school without permission (confirmed by the school office).

12) Support the school's first aid procedures by taking any immediate action to attend to sickness or accidents by carrying out minor first aid, summoning relevant assistance when needed. Report any and every accident/injury to the identified First Aider.

13) If post holder is also an identified First Aider, administer first aid in the medical room when required, entering all incidents in the accident book.

14) Attend to minor incidents and report and record any incidents or untoward events as necessary using the school's agreed procedure.

15) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring the school office or a senior member of staff is informed.

16) Support the school's fire and emergency procedures by being familiar with the instructions for staff and pupils located in all the teaching areas, and taking appropriate action should the need arise.

17) Retain the confidentiality of all aspects of school life.

18) Participate in team / whole staff meetings when required and in development opportunities as necessary.

19) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

20) Comply with all decisions, policies and standing orders of the school, the Trust and the Borough of Poole; comply with any relevant statutory requirements, including Equality legislation, the Health and Safety at Work Act and the Data Protection Act.

21) Demonstrate a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

Supervision and Management of People

1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

1) Food Hygiene certificate / NVQ level 2 or equivalent (for food preparation duties)

2) Ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and display sensitivity to pupils' personal needs.

3) Understanding of and an ability to implement the school's behaviour management policy and procedures.

4) Excellent understanding of Child Safeguarding issues.

5) Basic First Aid knowledge advantageous.

Creativity and Innovation

1) Some scope for creativity and innovation in relation to play ideas and implementation, in line with the schools' policies and procedures.

Contacts and Relationships

1) There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.

2) Contacts with other supervisory assistants and other school staff over general routine issues and reporting on any incidents over the lunch time period to the supervisor or line manager.

Decisions

1) 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.

2) The post holder will need to exercise discretion in referring problems to a senior member of staff.

Resources

1) The Midday Assistant may use a number of educational toys and equipment. They will be responsible for ensuring appropriate use of this equipment by pupils. Any breakages must be reported to the line manager.

2) If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained at an appropriate standard.

Work Environment

1) The post may require moderate physical effort, as some movement of lunchtime equipment and tables may be required.

2) The post holder may be required to work outside in moderately adverse conditions.

3) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.

Prepared By: TEACH Poole
Date: May 2026

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PERSON SPECIFICATION

Job Title:	**Midday Assistant Level 1**
Salary Grade:	**C (3 – 4)**
School:	**TEACH Poole**

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	• Some experience of working with children desirable but not essential	Application form Interview References
Qualifications & Training	• Food Hygiene certificate / NVQ level 2 or equivalent (for food preparation duties)	Application form Certificates Interview
Aptitudes & Abilities	• Ability to establish positive expectations of children's behaviour and demonstrate a sensitivity to children's personal needs • Good interpersonal skills • Ability to engage children in creative and innovative play (for play area supervision) • Ability to work under own initiative • Ability to manage some challenging behaviour from children • Sensitivity plus the ability to handle confidential information with discretion and in line with Data Protection requirements.	Application form Interview References
Knowledge	• Knowledge of basic First Aid an advantage • Knowledge of school's behaviour and management policy and procedures (training provided in school) • Knowledge of school's fire and emergency procedures (training provided in school) • Knowledge of Child Safeguarding procedures (training provided in school)	Application form Interview References Certificates

Attitude / Motivation	• Self motivated • Team player • Flexible, adaptable approach to achieving job requirements • Willingness to attend school-based training	Application form Interview References
Other Factors	• Commitment to Equal Opportunities	Application form Interview
	• Enhanced DBS check • Preparedness to go above and beyond • Resilience and stamina • Enhanced DBS check	References DBS process