



Woods Loke Primary School

MDSA

Job Description

Responsible to: The Office Manager and Deputy Headteacher

Key Objectives

The Hartismere Family of Schools is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The postholder is responsible for:

- To be responsible for the supervision of children in the dining halls during lunchtimes.

Duties and responsibilities

- To supervise children during lunchtimes
- To deal with behaviour in accordance with the school behaviour policy and where necessary report difficulties to the appropriate member of staff.
- To administer first aid as required
- To assist children with lunches/packed lunches in the school hall.
- To ensure all children with allergies are given the correct meals to adhere to their dietary requirements
- To mop up or wipe spillages from the floor surfaces or meal tables as necessary.
- To set up tables ahead of lunch service and during transition time.
- To communicate effectively with the school kitchen to ensure a smooth-running lunchtime service.
- To work closely with colleagues.
- To ensure that the dining areas are left in a tidy condition.
- To clean up after sickness of children.
- To ensure that the dining rooms areas are well cared for and kept safe and tidy.



- Any other duties as may be reasonably requested to reflect the changing needs of the school and the requirement to provide a safe environment for the children.

Training and Development

- To attend staff meetings and inset days as and when required
- To attend first aid, allergy awareness and safeguarding training
- To participate in further training and development as and when required

Core Elements

- Cooperating fully with the school's arrangements for the Safeguarding of children and promote the welfare of children and young people
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Following school policies and the staff code of conduct.

Additional Duties

- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive or exhaustive list of all tasks that the postholder may be required to carry out. The postholder may be required to do any other duties, tasks or responsibilities appropriate to the level of the role, as directed by the Headteacher.
- This job description may be amended at any time in consultation with the postholder.

Last review date: Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

