



Midday Supervisory Assistant Recruitment Pack

Thank you for your interest in working with us.

In this pack we have enclosed some useful information about our school. You can find out more about us on our website at www.westbury-inf.wilts.sch.uk

We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed and other safeguarding checks as outlined by the latest guidance in "Keeping Children Safe in Education".

This recruitment pack includes:

Our School

Brief outline of who we are and what we do

Letter to Applicants

Outline of how to apply

Job Advertisement

Details of the role advertised including hours, pay, and applicant's start date.

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.



Welcome to Westbury Infant School

Dear Applicant,

Thank you for showing an interest in this role. All of the details are available on our school website <https://www.westbury-inf.wilts.sch.uk/Job-Opportunities/>

In this recruitment pack, you will find the following information:

- Information about our school
- Job Advert
- Job Description
- Person Specification

On our website you will need to download and complete the following forms:

- Wiltshire Council Application form
- Declaration of Disqualification form
- Equality and Diversify Monitoring form

And, please read the following documents:

- Job Applicant's Privacy Notice
- OFSTED Report November 2022

To apply for this role please fully complete the Application form, Declaration of Disqualification form, and Equality and Diversity Monitoring form and email these to us on hr@westbury-inf.wilts.sch.uk by the closing date.

Candidates are strongly encouraged to visit the school. You can either email us on admin@westbury-inf.wilts.sch.uk or call us on 01373 822716 to book your visit.

We look forward to receiving your application.

Best wishes

Florence Emerson

Mrs Florence Emerson
School Business Manager

Our School



Westbury Infant School (WIS) is a popular infant school with 183 pupils on roll, we have 6 mainstream classes and 2 Infant Specialist Resource Base classes for children with complex needs. We are very lucky to have such an experienced staff team here at WIS, we employ all our own staff and there are around 43 of us in total. Everyone works really hard and pulls together to ensure the very best for the children and families in our school.

Our school is very well resourced and the site and buildings are kept very well. We have a rolling programme of building renovations/improvements and decorating to keep our school neat and tidy. This creates a lovely environment for the pupils, and the staff to work in. We invest a lot of money into buying all the things the children need to learn and for the staff to use, i.e. all the teaching staff have laptops and class iPads so they can work efficiently in school and at home if they need to.



WIS is a vibrant school with lots going on. Our children go on many trips through the year and we have visiting professionals to deliver specialist days and events. We carry out lots of fundraising activities through the year, such as cake sales, sponsor events and a number of events at Christmas time. All funds raised go towards subsidising the school trips for all children.

We encourage healthy lifestyles here at our school and want all our children to be ready to learn. We provide healthy snacks through the day to enable children to keep their energy levels up. All children have toast in the morning, they also have milk and fresh fruit. Our school meals are cooked on site by Edwards and Ward and all children are entitled to a free hot lunch every day. We operate a three week rolling menu with 4 hot options every day for both meat eaters and non-meat eaters. There is a daily salad bar and a choice of 3 puddings (cake/biscuit/jelly/fruit).

Staff have a number of benefits while working here at WIS, such as:

- Free tea, coffee and milk in the staff room
- Subsidised hot meals for staff available from the kitchen every day
- Free in-house cooked Christmas lunch at the end of the Autumn term
- Staff wellbeing days in-house at Christmas and in the summer
- Staff wellbeing noticeboard celebrating successes and signposting staff to mental health resources and support
- Free flu jabs
- Free secure car parking on-site
- Access to the Wiltshire Rewards scheme providing offers and discounts from national and local retailers, utility companies, insurance companies etc.

- Staff training opportunities relevant to staff roles
- Laptops for all teachers, class iPad for every class based teacher and the Teaching Assistant
- Subject Leadership release time for teaching staff
- Working from home is available for teaching staff for PPA and Subject Leadership
- Local Government Pension Scheme (Support Staff)
- Teachers Pension Scheme (Teaching Staff)

Now that you know more about us, why not come and join our forward thinking, friendly, and supportive team here at WIS? We would love to hear from you. Send us an application by the closing date and you could be part of the WIS team very soon.



Job Advertisement: MDSA

We are looking for a new MDSA to join our hard working and committed lunchtime team. You will need to be a calm, well organised person who can support our lovely pupils over the lunchtime session in the hall while they are eating, outside at playtime and in classrooms during wet weather. You will need to be adaptable and have strong behaviour management skills as you will work with a range of pupils with different needs.

We are looking for someone:

- who ideally has experience of working with children
- who is resourceful and can think on their feet
- can make the lunchtimes a special time for the children
- who is a team player
- who is physically able to move the dining hall equipment and clear/tidy up in the lunch hall

We can offer you:

- the opportunity to work in an encouraging and creative environment, where children always come first
- a supportive and friendly team of colleagues
- training opportunities as required

Job title	Midday Supervisory Assistant (MDSA)
Contract type	Permanent (5 hours per week)
Hours and days of work	Permanent 5 hours per week, 1 hour per day, 12.30 pm to 1:30 pm Monday to Friday, term-time only, some flexibility with timings may be needed
Salary	£13.28 per hour Actual pay £2900 per year
Closing date	Applications will be considered as soon as received
Interview date	To be decided
Start date	As soon as possible, pending references and DBS checks

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.

N.B. Westbury Infant School cannot be held responsible for any incorrect information advertised on any third party website

Job Description: MDSA

Job Title: Midday Supervisory Assistant					
Reports to: Senior MDSA					
Main 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. clear spillages, clean tables and chairs, stack tables and chairs that are used during the lunch break, sweep floor and wash up cups and spoons as directed by the Senior MDSA				
3	Carry out minor first aid on pupils and enter incidents that have been identified by the school in the accident book or on an accident slip.				
4	Report to the Senior MDSA any accidents of the type identified by the school - e.g. head injuries, or pupils who become unwell, so that parents can be contacted.				
5	Report to Senior MDSA any strangers, visitors or potential hazards on the school site				
6	Attend in-service training when required.				
7	Take part in job review meetings and MDSA meetings when requested				
8	Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school 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.					
<table border="1"> <thead> <tr> <th>Key Contacts and Relationships</th><th>Reason for Contact</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Contact with Class Teacher Contact with Senior MDSA Contact with pupils Headteacher All Staff </td><td> <ul style="list-style-type: none"> Tell if pupil has been in trouble during lunch or unwell Any problems or ideas Supervision At meetings Socially </td></tr> </tbody> </table>		Key Contacts and Relationships	Reason for Contact	<ul style="list-style-type: none"> Contact with Class Teacher Contact with Senior MDSA Contact with pupils Headteacher All Staff 	<ul style="list-style-type: none"> Tell if pupil has been in trouble during lunch or unwell Any problems or ideas Supervision At meetings Socially
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Decision Making The jobholder decides which sanction to apply to a pupil, within school policy. The jobholder decides when and what minor first aid should be given to a pupil. The MDSA may make suggestions to the Senior MDSA and make recommendations about a pupil's behaviour or illness to the Senior MDSA or Teacher.					
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. 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 training to be fully competent in the main aspects of the job within the school's rules and procedures.					

Person Specification: MDSA

Please see below for the Essential and Desirable skills and qualities required for this role

Essential

- Physically able to move dining hall furniture and equipment
- Good behaviour management skills
- Good inter personal skills
- Able to use own initiative
- Organised and resourceful
- Good time management
- Adaptable
- Willingness to learn and attend training
- Trustworthy, honest and punctual
- Team player

Desirable

- NVQ 2 or 3 or equivalent working with children qualification
- Experience of working with children
- Experience of working with children with SEND
- Knowledge of Child Protection Procedures
- Paediatric First Aid Certificate

come and join **Team WIS**

