



10th December 2021

Dear Candidate

Re: Midday Meals Post (MDSA's)

Thank you for your interest in our vacancy for a Midday Meals Supervisor. I have pleasure in sending you an application form, further information about the vacancy, and what it is like working in our school.

For those prospective candidates who live outside the area, Stanford Infants is on the Brighton/Hove border in the creative Prestonville area where many of the open houses for the Brighton Festival are located. Stanford Infants is a popular school, which serves a community of enthusiastic children and their supportive families. We have a very good reputation for the arts and our parents play a big part in the creative energy of the school and are always very enthusiastic about special events and visits.

The school is happy and successful. We are keen to appoint an enthusiastic and reliable person to join our lunchtime team. We are a lively, friendly team who enjoy each other's company and work incredibly hard for the best interests of the children.

I hope you find the pack useful. Please ring if you need any further information. We would welcome visit to the school; however, there is also lots of useful information about us on our website, or please contact the School Office with any questions. For further information about our school you may wish to view our Ofsted (February 2007) Report – there is a link on our website www.stanfordinfants.co.uk

The closing date for applications is Thursday 6th January by noon. All email applications will be acknowledged. Interviews will take place the week commencing 10th December 2022.

Yours faithfully

A handwritten signature in black ink that reads "Madeleine Denyer". The signature is written in a cursive style with a horizontal line underneath.

Madeleine Denyer
Head Teacher

IMPORTANT INFORMATION

Your application is important to us and we want to make our recruitment process as easy and fair as possible. Please take a few minutes to read the following notes and, if there is any other assistance we can provide, please do not hesitate to contact us.

- Shortlisting for interview will be based solely on the information you provide on the application form. **Please include evidence of how you meet each of the criteria set out in the Person Specification.** Please do not include a CV as these will be disregarded.
- Should you need to use supplementary sheets, please make sure that these are clearly marked with both your name and the post for which you are applying.
- The recruitment monitoring form, which is enclosed with the application form, is used for monitoring purposes only and is **not** part of the shortlisting process.
- Please ensure that we receive your application by the Closing Date shown in the advert as any late applications will be disregarded.
- If you return your application by post please ensure that you use the correct postage rate.
- All applicants shortlisted for Interview will be contacted as soon as possible. If you are not invited to Interview and would like feedback please contact us and we will arrange for the Recruiting Manager to ring you.
- We are unable to acknowledge receipt of application forms or let candidates know that they have not been selected for Interview. Therefore, if you have not heard from us within two weeks of the Closing Date, you must assume your application has been unsuccessful.
- We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to Enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references.

We have enclosed further guidance with the application form. Please read this before completing the form.

Stanford Infant School

JOB DESCRIPTION

Job Title: Midday Supervisory Assistant (MDSA)

Reports to: Principal Midday Supervisor/Deputy Head/Head Teacher

Department: Children, Schools and Families

Section: Schools

Purpose of the Job

To ensure the security, safety, well-being and care of all pupils in the school and promote their social, emotional and physical development during the lunchtime period.

Main Duties and Responsibilities

Playground:

1. To supervise children during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils;
2. To actively promote positive behaviour in the playground by ensuring the zoned areas are utilised properly and intervening to encourage positive play activities;
3. To deal with inappropriate behaviour in accordance with the behaviour policy procedures and where necessary to report difficulties to the Principal MDSA;
4. To ensure that all playground equipment is used in a safe and appropriate manner;
5. To access all equipment and make it available to children and pack such equipment away;
6. To arrange and supervise appropriate play and physical activities under the direction of the Principal Midday Meals Supervisor.

Lunch Hall:

7. To organise the dinner queue and ensure calm and orderly entrance of pupils into the dining hall and from dining hall to playgrounds;
8. To ensure every child has a cup of water to drink;
9. To encourage all pupils to eat their food, and to assist children with cutting up food, opening tubs/packets, etc, where appropriate, according to the age and needs of individual child;
10. To encourage social skills and good table manners, ensuring safety with use of knives and forks;
11. To mop up and wipe spillage from floor surfaces or meal tables as and when necessary;
12. To ensure that dining areas are left in a tidy condition;
13. To encourage positive game playing and sharing.

General:

14. Where appropriate, collect children from classes, ensuring they are adequately dressed for the weather conditions;
15. To supervise pupils and promote positive behaviour in the hall, on stairs and through corridors, in the playground; ensuring calm, orderly conduct in accordance with the school's high expectations;
16. To ensure that, when classrooms are used during the lunchtime break because of inclement weather that the children are quietly occupied and that the classroom is left tidy and ready for the afternoon session;
17. To ensure that the children use the toilet facilities appropriately;
18. To have knowledge of individual pupils additional needs and requirements;
19. To attend to injured or sick children, including clearing up in accordance with the school's First Aid procedures;
20. To ensure that any injury or sickness of children are referred for First Aid treatment;
21. To check that pupils are back in class when the afternoon session is due to begin.

Staff Development:

22.To take part in training appropriate to the role of the Midday Meals Supervisor;

23.To take part in any appraisal arrangement made by the school;

24.To undertake any other duties consistent with the purpose of the role.

- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above Job Description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Stanford Infant School
PERSON SPECIFICATION

Post Title: Midday Supervisory Assistant (MDSA)

Department: Children, Families and Schools

Section: Schools

Criteria	Essential Criteria
Job Related Knowledge, Experience and Qualifications Skills and Abilities	<ul style="list-style-type: none">• Experience of working with children outside of the home (minimum of one year preferred)• Knowledge of the school's first aid procedures • Ability to listen and to communicate effectively with children• Ability to respond and act quickly to varying situations in a calm manner• Have the ability to relate to pupils, to deal with them patiently and fairly• Have an understanding of the importance of the school meal, and the lunch break, being a social and educational occasion• Ability to work to time constraints• Ability to use own initiative• Ability to support colleagues and contribute positively to team building and working together
Other Requirements	<p>Personal Qualities</p> <ul style="list-style-type: none">• Committed• Good Interpersonal skills• Patient/Calm• Firm but fair attitude• Flexible



SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Standard and Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.