



Sheldon School
Chippenham

Candidate Information



Midday Supervisory Assistants

Closing Date: 29th January 2024, Noon
Interview Date: 07th February 2024

Contents

..... 3

Cover Letter..... 3

 VACANCY FOR MIDDAY SUPERVISORY ASSISTANTS..... 3

Job Description..... 5

Person Specification 7

..... 8



Cover Letter

January 2024

Dear Enquirer,

VACANCY FOR MIDDAY SUPERVISORY ASSISTANTS

Thank you for your enquiry about our vacancy for Midday Supervisory Assistant, I am enclosing an application form, job description and person specification.

We currently have a number of vacancies for up to 5 hours, per week, Monday to Friday, 12.15pm-1.15pm. With regard to conditions of service, the posts are permanent, part time and term time only, 38 working weeks but 43.70 paid weeks per year. The post attracts a salary of Grade D, scale points 4-6, starting at scale point 4, £2,617.76 per year, £11.9828 per hour.

The successful candidate will be able to work effectively as part of a team, committed to the safeguarding and wellbeing of all children, be able to supervise students to maintain positive behaviour, conduct and safety at lunchtimes. Full support and training are provided.

We offer a very generous local government pension scheme, uniform, free parking, employee assistance programme and offer a number of staff wellbeing benefits. Supporting this, we offer all colleagues who join us a full programme of induction and support, and there is a continual focus on staff development and wellbeing. You would be joining a hardworking and supportive team which has a strong collegiate atmosphere and I can assure you that, were you to join us, you would find immense satisfaction in the job that you do here.

In addition, the appointment is subject to the successful completion of a probationary period of 6 months, as well as a satisfactory outcome from a pre-employment health check, and receipt of satisfactory references and Disclosure and Barring Service check. Wearing of the polo shirt/jacket provided is required while you are on duty as this enables pupils to identify you.

Further details concerning the job description and person specification are enclosed together with an application form; however, please also take the time to look at what happens in the school day-to-day by visiting our website and I hope that, having read the information, you will be keen to apply.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is

confirmed. In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

In addition, all applicants must provide two references, one must be from your present employer. References will not be accepted from relatives or people writing solely in the capacity of friends. If you are short-listed, your references will be requested before you are interviewed.

In addition to your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

I look forward to receiving your application, which should be returned to Sarah Hill, HR Advisor, hr@sheldonschool.co.uk by the closing date of **29th January 2024 at midday**.

Yours sincerely,



Julia Finch
Business Manager

Job Description

Postholder	Midday Supervisory Assistant (MDSA)
Line Manager	MDSA Team Leader
Salary/Scale of Post	Grade D, Scale Points 4-6 (£23,114 - £23,893 full time equivalent) (Pro rata starting salary, £2,617.76, £11.9806 per hour)
Hours of Work	5 Hours Per Week, worked over 5 days Monday to Friday, 38 working weeks and 43.70 paid weeks
Post Purpose	<p>The post holder will be responsible to a nominated member of the Senior Leadership Team (currently an Assistant Headteacher) through the Team Leader and in conjunction with other staff, for the safety, welfare and good conduct of pupils during the midday break, including the supervision and tidiness of the dining areas.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below in the assumption that all usual associated routines are included in the post description.</p>
Specific Duties:	<p>The Midday Supervisory Assistants (MDSA) will be required to undertake the following duties and responsibilities:</p> <ul style="list-style-type: none"> • Maintaining good working relationships with other staff, in particular members of the Midday Supervisory Team and the staff employed by the Catering Contractor. • Erecting Dining Tables (A9 Dining Area). • Supervising pupils queuing to buy meals, and eating in the dining rooms. • Supervising pupils in tutor bases, the library and in corridors. • Supervising pupils in playgrounds, the outside eating areas and on the playing fields. • Ensuring that food and drink is not consumed in tutor bases or corridors. • Ensuring that pupils do not enter laboratories, workshops and other restricted areas. • Bringing serious breaches of discipline to the attention of the nominated member of SMT or the Team Leader at the earliest opportunity. • Ensuring that any injuries to pupils are brought to the attention of the nominated qualified First Aiders straight away. • Undertaking any training required to meet the responsibilities of the post, including basic first aid awareness.

	<ul style="list-style-type: none">• Take account of the Health & Safety risks associated with the task, and report any H&S hazards that cannot be dealt with to the Team Leader or the nominated member of SMT at the earliest opportunity.• To carry tools of the job at all times; paper and pen to record pupils' concerns, litter bags when appropriate• To wear the polo shirt and coats provided when necessary.
Associated Duties	<ul style="list-style-type: none">• Undertake other tasks commensurate with the scale and responsibilities of the post• Undertake any reasonable duty deemed necessary by the Team Leader, the Headteacher or any member of SMT• Responsible for promoting and safeguarding the welfare of children and young persons that you might come into contact with during the course of your day to day duties around the school site.
General Conditions	<ul style="list-style-type: none">• All duties must be carried out complying with:<ul style="list-style-type: none">• The Health & Safety at Work Act.• Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.• Relevant nationally agreed Codes of Practice• The General Data Protection Regulation (GDPR)
Safeguarding	<p>Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed.</p> <p>In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.</p>

Person Specification

Job Title: Midday Supervisory Assistant (MDSA)

Detailed below are the types of qualifications, experience, skills and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

A = Application form

C = Certificate

T = Test

I = Interview

R = Reference

	Essential	Desirable	Category
Technical Competency (Qualifications and Training)			
First Aid at Work Certificate or willingness to train		√	A, C, I
Experience			
Some experience of working within a school environment, paid or voluntary		√	A, R, I
Some experience of working with young people aged 11-18		√	A, R, I
Ability to work successfully in a team	√		A, R, I
Skills and Attributes			
Ability to show initiative	√		A, I
Ability to get on with young people	√		A, R, I
Ability to resolve conflict and deal with situations in a sensitive and discreet manner	√		A, R, I
Able to form and maintain professional relationships and boundaries with young people and adults	√		A, R, I
Ability to work unsupervised	√		A, I
Personal Qualities			
Ability to promote a positive image and ethos of the school	√		I
Good communication skills	√		A, I
Ability to remain calm under pressure	√		R, T, I
Helpful and positive nature with a can-do approach	√		I
Good time keeping skills	√		A, R, I
Energy, enthusiasm and resilience	√		R, I
Understands the importance of confidentiality	√		A, R, I
Good sense of humour	√		I
Safeguarding			
Ability to demonstrate and understanding of safeguarding responsibilities	√		R, I
Other			
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity		√	I



Sheldon School

Chippenham



Headteacher: Peter Lynch BSc (Hons)
Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

Tel: 01249 766020 **Email:** admin@sheldonschool.co.uk **Web:** www.sheldonschool.co.uk