




## Recruitment Pack

# Morgan's Vale and Woodfalls CE Primary School

Midday Supervisory  
Assistant  
MDSA





June 2026

Dear Applicant,

Thank you for your interest in the position of Midday Supervisory Assistant (MDSA) at Morgan's Vale & Woodfalls Church of England Primary School.

We are a small, friendly village school serving the communities of Redlynch, Lover, Woodfalls and Morgan's Vale. Rooted in strong Christian values, we are proud of our nurturing environment, our high expectations and our commitment to ensuring that every child feels safe, valued and supported throughout their school journey.

We are seeking a caring, reliable and enthusiastic MDSA to join our team. The successful candidate will help create a positive, calm and enjoyable lunchtime experience for our pupils, supporting play, promoting positive behaviour and ensuring the safety and wellbeing of all children. A genuine commitment to inclusive practice and to helping children develop their social skills is essential.

We are looking for someone who:

- Builds warm, respectful relationships with pupils
- Can support positive play and help children resolve minor disagreements
- Demonstrates vigilance, kindness and a calm approach
- Works well as part of a team and communicates clearly
- Contributes positively to our school community and Christian ethos
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Visits to the school are warmly welcomed. If you would like to arrange a tour or have an informal conversation about the role, please contact the school office on 01725 510740.

Yours sincerely,  
Mrs Polly Bailey  
Headteacher

# Salary

**Salary:** Grade B

**Hours:** 5 hours per week 12:00-13:00 daily term time only

**Contract:** Permanent

# Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes
- Cycle to work scheme
- Benenden healthcare scheme
- Discounted gym membership
- Employee assistance phone line (support with health, financial and legal issues)



# Recruitment Equity

## Safer Recruitment

Morgan's Vale and Woodfalls Primary School is committed to the safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

## Diversity

Morgan's Vale and Woodfalls Primary School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

## Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

## Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

## Interview

Those shortlisted will be invited to attend an interview. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in their application form.

## References

References from current employers will be requested for shortlisted candidates prior to interview and, where necessary, employers may be contacted to gather further information.

## Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.



# Job Description

**Job Title:** Midday Supervisory Assistant (MDSA)

**Responsible to:** Headteacher

**Salary Pay Range:** Grade B

## Duties and Responsibilities

- Build warm, positive relationships with pupils, promoting kindness, inclusion and respectful behaviour during lunchtime.
- Supervise pupils in the dining hall, playground and other designated areas, ensuring their safety and wellbeing at all times.
- Support positive play by encouraging cooperative games, helping pupils resolve minor disagreements and modelling friendly, respectful interactions.
- Promote safe choices and ensure pupils follow school rules and routines during lunchtime.
- Use calm, consistent behaviour management strategies in line with the school's policy and Christian values.
- Support pupils with additional needs, ensuring they are included and able to participate safely in lunchtime activities.
- Assist younger pupils with lunchtime routines, including opening food items, supporting good table manners and helping maintain a pleasant dining environment.
- Respond promptly and appropriately to accidents or incidents, including administering basic first aid if trained.
- Demonstrate flexibility and teamwork, adapting to changing needs and supporting colleagues as required.
- Promote the welfare and safeguarding of all pupils, understanding the issues surrounding child protection and the safeguarding of young people.
- Work in line with statutory safeguarding guidance, including *Keeping Children Safe in Education* and *Prevent*, and follow all school safeguarding policies and procedures.
- Uphold and promote the school's aims, Christian values and ethos, modelling respect, kindness and high expectations.
- Play an active role in the daily life of the school, contributing positively to the wider school community.

## General Expectations

- Maintain confidentiality and professionalism at all times.
- Attend relevant training, including safeguarding and first aid.
- Contribute to the positive ethos of the school and support its Christian values.
- Carry out any other reasonable duties as directed by the Headteacher.