



**Peatmoor Community Primary School**  
Proud to be part of Grove Learning Trust



MDSA

# Recruitment Pack



**Advert Opens: 15/05/2026    Advert Closes: 29/05/2026**

## Contents

	Page
Grove Learning Trust (GLT) Vision	2
A snapshot of Peatmoor Community Primary School	3
Our school values	4
Safeguarding, Equal Opportunities & Data Protection	5
Job Description	6-7
Person Specification	9
Recruitment Process	10

## Grove Learning Trust (GLT) Vision

Together, we will create remarkable schools in which all children can thrive.

As one organisation, Grove Learning Trust, with schools that are unique and united, share aspiration for our children, which is underpinned by a strong commitment to our values.

**Trust >> Connect >> Collaborate**

## A snapshot of Peatmoor Community Primary School ...



For further information about Peatmoor Community Primary School don't forget to visit our school website: <https://www.peatmoor.org.uk>

## Our School Values

Our Mission Statement is simply 'Enjoy Learning, Enjoy Life'.



Every member of our school community is proud to contribute to the success of our school. Children here are motivated by learning and offered the most diverse opportunities that we can provide. Our environment encourages them to be respectful and well-behaved individuals, who develop high self-esteem and independence.

Being at Peatmoor is very much about being part of an exciting school community. We encourage the very best from our children and aim to help them realise their fullest potential so that they are ready to positively embrace each next stage and to recognise and celebrate their many talents. We also believe in fostering confident and constructive attitudes, which encourage our children to understand their role, contribution and responsibility both as part of our school and in the wider world. We nurture positive and friendly relationships with everyone whilst continuing to develop our links with the wider community.

## Welcome

We are a 1-form entry primary school situated in West Swindon next to Peatmoor lagoon and the village centre. Being at Peatmoor is very much about being part of an exciting school community.

We benefit from superb teaching facilities and extensive outdoor spaces this includes a wildlife pond, tyre park, floodlit Astro turf pitch and EYFS Outdoor classroom which includes potting table, communication & language zone and active play frames, which enhances the learning we offer.

# Safeguarding, Equal Opportunities and Data Protection

## Safeguarding

Peatmoor Community Primary School is committed to safeguarding and promoting the welfare of all children. We expect all candidates to share this commitment. The successful candidate will be expected to undertake an enhanced Disclosure & Barring Service (DBS) and relevant identity, qualification and disqualification by association checks before a formal offer is made, contracting is undertaken and induction commences within our school.

## Equal Opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

## Data Protection Privacy Notice

As part of the recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting data protection obligations. For further information on how we collect and process data, please refer to the Data Protection Policy & Privacy Notice found on [www.grovelearningtrust.co.uk](http://www.grovelearningtrust.co.uk)

## Mid-Day Supervisory Assistant (MDSA)- Job Description

Peatmoor Community Primary School is strongly committed to protecting and safeguarding children and expects all staff and volunteers to embrace this commitment. All post-holders are subject to an Enhanced Disclosure and Barring Service (DBS) Check.

<b>Job Title</b>	Mid-day Supervisory Assistant (MDSA)
<b>Pay Scale</b>	J Payscale
<b>Term</b>	Permanent
<b>Line manager</b>	Headteacher, Deputy Headteacher

*Are you ready for an exciting new adventure?*

*Are you keen to be part of a forward-thinking creative team?*

This is an exciting opportunity to work as part of a committed team focussed on pupil wellbeing. We promote positive behaviour, a growth mindset and collaboration.

### Purpose of Post:

To be responsible for the supervision of all pupil behaviour during the lunch break, in the playground, or other areas of the school as required by the Headteacher. To share in school ethos of promoting a positive approach to behaviour management.

### The successful applicant must

- To be responsible for the supervision of all pupil behaviour during the lunch break, in the playground, or other areas of the school as required by the Headteacher. To share in school ethos of promoting a positive approach to behaviour management.
- To be responsible for the care of pupils as necessary, depending on Key Stage e.g., taking them to the toilet, providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed.
- To be responsible for the supervision of pupil hygiene and health and safety e.g., hand washing.
- To foster pupil's self-esteem and independence, however assisting pupils where necessary, for example
- To carry trays etc. to the table, and to return empty dishes etc. to the service counter.
- To open packed lunches, cut up food and guidance on proper use of cutlery, assist in clearance of any spillage etc. if required.
- To assist as required in clearing tables, wiping them down and resetting according to meals.
- To assist in the setting up and removing of furniture for lunch time in any area of the school as required.
- To give minor first aid to pupils, requesting assistance when needed with injuries or illness. Liaising with the head teacher on welfare matters and injuries that cause concern.

## Personal Qualities

- Commitment to promoting the ethos and values of the school.
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and equality.
- Embraces change well.
- Deals with difficult situations effectively.

## Other Duties

- In accordance with the provisions of the Health and Safety at work Act 1974, take reasonable care for the Health and Safety of yourself, colleagues and pupils and co-operate with the school so far as is necessary, to enable the school to perform or comply with their duties under statutory health and safety provisions.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.
- Communicate professionally, where necessary, with parents.
- Support pupils in developing effective relationships with peers, younger pupils and adults by challenging anti-social behaviour e.g. racism.
- Provide support to pupils with cognitive and learning difficulties to develop effective learning strategies and support them working individually, as part of a group or with the whole class.
- Assist in personal, social, hygiene, welfare, including minor medical problems and behaviour support of pupils.

## Additional duties and responsibilities:

- The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the revaluation of a post. In cases, however, where a permanent and substantial change in duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
- In fulfilling the requirements set out in this job description, the post holder will apply Grove Learning Trust's commitment to equality by treating all employees fairly and without discrimination on the grounds of colour, race and ethnic or national origin, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will always respect the need for confidentiality, whilst performing the duties of the role.

## Safeguarding:

Grove Learning Trust is committed to safeguarding and promoting the welfare of children and young people at all times. The post holder will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the trust's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS). Safeguarding training is included in the induction of all GLT staff and annual refresher training must be attended.

Peatmoor Community Primary School is committed to safeguarding and promoting the welfare of all children. We expect all candidates to share this commitment. The successful candidate will be expected to undertake an enhanced Disclosure & Barring Service (DBS) and relevant identity, qualification and disqualification by association checks before a formal offer is made, contracting is undertaken and induction commences within our school.

## Recruitment Process

### Applications

Download an application pack for this position by:

- Accessing My New Term and searching Swindon vacancies for Peatmoor Community Primary School.
- Speaking to a member of our school office

### School Website

<https://www.peatmoor.org.uk>

### Key dates:

**Advert opens: 15/05/2026**

**Advert Closes: 29/05/2026**

**Shortlisting: 01/06/2026**

**Interviews: 05/06/2026**

Candidates who are successful at the shortlisting stage will be notified shortly after the closing date. Candidates who have not heard from us by this point should presume that their application has not been successful on this occasion.

We reserve the right to interview prior to the closing date.

We will seek references for all shortlisted candidates prior to interview and in line with guidance in 'Keeping Children Safe in Education', online checks will also be made of shortlisted candidates.