



## Midday Supervisory Assistant (MDSA) Recruitment Pack



**Advert Opens: 15/01/26    Advert Closes: 29/01/26**

## Contents

Grove Learning Trust (GLT) Vision	2
A snapshot of Eastrop Infant School & Nursery...	3
Our school values	3
Welcome	4
Person Specification	7
Recruitment Process	8
Safeguarding, Equal Opportunities and Data Protection	9

## Grove Learning Trust (GLT) Vision

### GLT Vision

As one organisation, our vision for Grove Learning Trust is unapologetically bold.

We are all about **creating remarkable futures**. For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

**Trust >> Connect >> Collaborate**

## A snapshot of Eastrop Infant School & Nursery



See more at: <https://www.eastropinfantschool.org.uk>



@GroveLearningTrustWellbeing

@eastropinfant



@eastropinfantschool



@EastropInfant

### Our school values

**Our School Council worked collaboratively to decide on our six school values.**

The children, with our School Council leader and pupil voice governor, also worked with the designers from our website design company, Greenhouse Schools Online, to design the characters below.



## Welcome

Dear Candidate,

Many thanks for expressing an interest in applying for the position of Midday Supervisory Assistant at Eastrop Infant School and Nursery. The required working pattern for the 4 hour a week role is 12 noon-1.00pm, Monday, Tuesday, Thursday and Friday, term time (39 weeks). The role involves supervising children both in the lunch hall and outside during play. This is an exciting opportunity for someone who wants to work in a lovely, caring school alongside enthusiastic staff.

Eastrop Infant School and Nursery is for children aged from 2 to 7 years old.

We are one of the founding schools of Grove Learning Trust, an aspirational, supportive trust keen to work collaboratively with others.

At Eastrop Infant School & Nursery we work to ensure that no child is left behind and that the unique identity of our school is protected, celebrated and valued for the contribution we make to ensuring children have the best education and experiences. We also passionately believe that by working together with other schools, the children are able to have a better quality of education that all children benefit from and where no child is left behind.

The role of Midday Supervisory Assistant is ideal for someone who is a team player, has good communication skills and is flexible and organised. The successful applicants will need to use their initiative to ensure the smooth running of the lunch period. Further details about the role can be found in the Job Description and Person Specification further on in this recruitment pack.

All candidates are warmly invited to visit us. During these visits, we will be able to explain more about our vision, the journey we are on as well as answer any questions you might have.

We look forward to hearing from you and reading your application.

**Julie Warburton –Executive Headteacher**



## Midday Supervisory Assistant - Job Description

Eastrop Infant 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>	Role 1: Midday Supervisory Assistant – Part time (4 hrs per week) Monday, Tuesday, Thursday and Friday
<b>Pay Scale</b>	J scale
<b>Term</b>	Fixed term to 22 July 2026
<b>Line manager</b>	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.

### Job purpose

To assist in the supervision of pupils during lunch break, as required to ensure the safety, general welfare and behaviour management of pupils during this period.

### Key Accountabilities

- To be responsible for the supervision of all pupil behavior during the lunch break, in the playground, or other areas of the school as required by the Head of School. To share in school ethos of promoting a positive approach to behavior management
- To be responsible for the pupil's care 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, 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 give 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 removal of furniture for lunchtime 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 of School on welfare matters and injuries that cause concern. To report all accidents, ensuring that the procedure for recording accidents in the accident book is followed.

## Supporting the school

- Assist with the implementation of a behaviour management programme.
- Develop and maintain effective working relationships with other members of staff
- Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

## Other duties

- In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to 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.
- Undertake any other duties that can be accommodated within the grading level and nature of this post.
- Support pupils in developing effective relationships with peers, younger pupils and adults, challenging anti-social behaviour e.g. racism.
- Help pupils to develop self-reliance and confidence in a range of areas including decision making, problem solving and general life skills, and deal in a positive way with their emotions.
- Work with class-based staff and the Inclusion team to support pupils with; communication and interaction difficulties; personal social, emotional development difficulties; sensory and/or physical impairment and attachment and anxiety related difficulties.
- Report any safeguarding issues encountered to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead ASAP.

## 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 particular 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 re-evaluation of a post. In cases, however, where a permanent and substantial change in the 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, ethnic or national origins, sexual orientation, age, marital status, disability, trade union association or religious beliefs.
- In addition, the job holder will respect the need for confidentiality at all times whilst performing the duties of the role.

## Person Specification

*Eastrop Infant 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.*

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good general level of education to include Maths and English or further relevant experience in the absence of formal qualifications</li> </ul>	<ul style="list-style-type: none"> <li>GCSE grade C or above in Maths and English</li> <li>Evidence of further study related to the care of children</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Confidence to work through primary age range (4-11 yrs old)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working closely with all adults in a school situation</li> <li>Experience of working with children from 2+ years old</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Awareness of safeguarding children at all times</li> </ul>	<ul style="list-style-type: none"> <li>Level 1 Safeguarding</li> </ul>
<b>Skills &amp; Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> <li>Reliable</li> <li>Adaptable and flexible</li> <li>Ability to communicate effectively with all stakeholders</li> <li>Ability to remain calm under pressure</li> <li>Able to work as part of a team and under own initiative when appropriate</li> <li>Ability to multi-task</li> <li>Patient</li> <li>Positive role model</li> </ul>	<ul style="list-style-type: none"> <li>Strong oral and written communication skills</li> <li>First aid training</li> <li>Enthusiastic</li> <li>Sense of humour</li> <li>Committed to own professional development</li> </ul>
<b>School Specific Needs</b>	<ul style="list-style-type: none"> <li>Is fully committed to the vision and values of Eastrop Infant School as an inclusive school</li> </ul>	

## Recruitment Process

### Applications and Visits

We'd really like to meet you, show you around and introduce you to the children and staff. Visits can be arranged by contacting our school office team on 01793 763772 or by e-mailing [admin@eastrop-inf.swindon.sch.uk](mailto:admin@eastrop-inf.swindon.sch.uk)

Download an application pack for this position by:

- Accessing e-Teach and searching Swindon vacancies for Eastrop
- Accessing our school website
- Speaking to a member of our school office team

### School Website

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

### Key Dates:

**Advert opens: 15/01/2026**

**Advert closes: 29/01/2026**

**Shortlisting: 30/01/2026**

**Interviews: week commencing 02/02/2026**

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 applications have 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.



## Safeguarding, Equal Opportunities and Data Protection

### Safeguarding

We are 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.

For further details about safeguarding, please visit our school website.

### 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)