



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.

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title:	Mid-day Supervisory Assistant (M.S.A)
Reports to:	Senior Mid-day Supervisory Assistant/Deputy Head/Head Teacher
Department:	Children, Schools and Families
Section:	Schools

Purpose of the Job

To be responsible for the supervision and to ensure the safety of pupils in all areas inside or outside the school building throughout the midday break.

Principal Accountabilities

The range of duties will vary from school to school, however, postholders will undertake some or all of the following:

1. To supervise children at lunch time and to ensure their safety.
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 line manager.
4. To help solve conflict amongst children.
5. To mop up and wipe spillage from floor surfaces or meal tables as and when necessary.
6. To ensure that dining areas are left in a tidy condition.
7. To attend to injured or sick children, including clearing up in accordance with the school's first aid procedures.
8. To ensure that any injury or sickness of children are referred for First Aid treatment.
9. To check that pupils do not remain in outside areas where lesson afternoons are due to begin.
10. To ensure that all playground equipment is used in a safe and appropriate manner.
11. To encourage positive game playing and sharing.
12. To supervise children utilising toilet facilities.
13. To have knowledge of individual pupils special needs and requirements.
14. To access all equipment and make it available to Children and pack such equipment away.

15. A Senior Mid-day Supervisory Assistant or other school representative is required to ensure the smooth running of the lunch period, supervise staff and maintain rosters.
 16. To carry out administrative duties, e.g. photocopying or answering the telephone during periods of duty if requested.
 17. To collect moneyboxes from office and dispense purses to children and ensure children have correct amount of money.
 18. To ensure lunch crates are outside the restaurant, ready for the children to retrieve their packed lunch and to organise crates to be removed ready for the next sitting.
- 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.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Post Title: Mid-day Supervisory Assistant (MSA)

Department: Children, Families and Schools

Section: Schools

Criteria

Essential Criteria

Job Related Knowledge, Experience and Qualifications

- Experience of working with children outside of the home (minimum of one year preferred)
- Knowledge of the school's first aid procedures

Skills and Abilities

- Ability to work to time constraints
- Ability to use own initiative
- Ability to support colleagues and contribute positively to team building and working together
- Ability to listen and to communicate effectively with children
- Ability to respond and act quickly to varying situations in a calm manner

Other Requirements

Personal Qualities

- Committed
- Good Interpersonal skills
- Patient/Calm
- Firm but fair attitude
- Flexible

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 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.