

Midday Assistant

Job description

Title of Post: MDA (midday assistant)
Salary Range: Band 1, Point 3 (approx. £9.36 per hour)
Responsible to: Senior Midday Assistant/Office Manager/Head of School

Responsible for: The overall welfare and safety of the children during the lunchtime period – for 1½ hours between 12noon and 1.30 pm.

Main activities:

- Securing the safety, welfare and good conduct of the pupils during the lunchtime break
- Supervision of pupils in the dining hall, playground areas and school premises
- Maintaining good order and discipline of pupils
- Promoting and playing games and activities with the children
- Administering first aid to children as and when required and alerting the Head of School to severe injuries
- Entering injuries and treatment into the injury book, which is located in the Medical Room (& Office for severe injuries)
- Ensuring that all information of a sensitive nature is treated with strict confidentiality
- To alert the Head of School, Inclusion Manager or class teacher of any concerns regarding an individual child or group of children
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils
- To attend relevant training and meetings as required
- Such other duties related to lunch-time supervision at the school as may be necessary from time to time within the reasonable requirement of the Head of School and governing body.

These duties may be varied by the Head of School and/or governing body to meet changed circumstances in a manner compatible with the post held.