



THORPEDENE PRIMARY SCHOOL

Job Description – MDA

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| <u>JOB TITLE</u> | Midday Assistant (MDA) |
| <u>GRADE</u> | Band 1 (NJC Pt7-10) |
| <u>RESPONSIBLE TO</u> | Midday Assistant |
| <u>MAIN PURPOSE OF THE JOB</u> | To supervise and take care of the children during the lunch time period in all areas inside and outside of the school. |

Main Tasks

1. To follow the school's Child Protection procedures.
 2. To supervise pupils at lunchtime, whether indoors or outside, in accordance with the instructions of the Senior Midday Supervisor..
 3. To provide positive and firm control by implementing the school's Discipline/Behaviour policy.
 4. To encourage play activities.
 5. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
 6. To ensure that any injury or sickness of pupils is reported immediately to the First Aider.
 7. To clean up after sickness of children.
 8. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
 9. To carry out the above duties in accordance with the school's Child Protection, Health & Safety, Racial Equality, Equal Opportunities Policies.
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This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Name of member of staff

Signature

Date