



# St. Mary's C. of E. Primary School

## St. Mary's CE (VA) Primary School Burnham-on-Crouch Midday Assistant Job Description



**Post title:** Midday Assistant

**Responsible to:** Headteacher

**Pay scale:** Scale 1 (Annual salary approx. £1993)

**Hours:** 5 hours per week 11.50-12.50

**Line Manager:** The Senior Midday Assistant

Your duties are as follows:

- Supervise the children during the lunchtime period both in the dinner hall, within classrooms and on the playground
- Assist the children with any problems they may have during this time such as eating difficulties, problems with friendships, feeling unwell.
- Administer simple First Aid to any child who needs it and to record any accidents and notify the class teacher so that parents may be informed.
- Maintain the high standards of behaviour expected by the school.
- Become an additional well known and trusted adult to the children, sharing in their school lives, getting to know them as individuals and being prepared to listen to their concerns and news.
- Be prepared to play with the children, taking part in their games and encouraging them to play.
- Be aware of those legal and health and safety requirements which the school has adopted and what that means for you (Health and Safety rules including First Aid and Fire, Child Protection procedures, Equality Policy)
- Keep tables clean in between sittings and at the end of lunchtime.
- Foldaway the tables towards the end of sittings, until all the children are out of the hall; once all children are outside then MDAs need to be outside with them.
- Give out stickers to children for good and helpful behaviour during lunchtime.
- To attend relevant staff development, training and meetings as required.
- To ensure that confidential information relating to pupils and the school is respected at all times.

This job description does not form part of a contract of employment. It will be reviewed at least once during each academic year and more often if necessary. In addition it may be amended at any time after consultation with you.

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.***

Signature \_\_\_\_\_

Date \_\_\_\_\_

Headteacher's signature \_\_\_\_\_

Date \_\_\_\_\_