



Job Description

Job Title	Midday Assistant (MDA)
Pay scale	Level 3 point 5
Location	Edwards Hall Primary School
Responsible to	Senior MDA, Assistant Headteachers
Purpose	To ensure the security, safety and wellbeing of the pupils of the school and to promote their social, emotional and physical development during the lunchtime period
Responsibilities	<ul style="list-style-type: none">● To supervise pupils, during the lunchtime period, in the dining hall, playground areas and school premises ensuring the safety, welfare, physical and mental well-being of pupils during the midday break period. This may include changing clothing.● To encourage the children to develop their lunchtime activities e.g. promoting games, teaching ways of setting up games, understanding the rules and directing and supporting play leaders● To administer first aid to minor injuries, ensuring that all accidents are reported in the appropriate place or to the appointed person if necessary.● To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.● To provide pastoral care, guidance and routine advice to pupils as appropriate● To set up and clear tables when meals are finished and clear up any associated spillages● To maintain good order and discipline of pupils in accordance with the school behaviour management policy using the systems already in place including actively praising good behaviour● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities● To report to the Senior MDA any incidents which may need further action <p>Duties may be varied to meet changed circumstances in a manner compatible with post held</p>
General responsibilities	<ul style="list-style-type: none">● To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy● To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils● To respect confidentiality at all times● To attend relevant training and meetings as required



Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications		First Aid qualification	Application form References Interview
Professional Experience and Knowledge	Experience of working with children An awareness of safety and hygiene An understanding of managing the behaviour of different groups of children	Experience of working within a primary setting	Application form References Interview
Personal aptitude, qualities and skills	Physical fitness appropriate to the tasks in the job description Enjoy working with children and leading activities Have a good standard of written and spoken English Ability to respond calmly to emergencies Display total confidentiality, honesty, integrity and reliability Able to use initiative Willingness to be helpful and support the staff and school in practical ways High levels of energy and enthusiasm A sense of humour and affable nature Willingness to undertake training Willingness to work flexible hours if required	Ability to observe and monitor children's behaviour and intervene where necessary Knowledge of different playground games and their rules	Application form References Interview