

## Chapelford Village Primary School

Job Description: Midday Assistant

Job Title: MDA

Job Purpose:

The duties of a Midday assistant are to act as a member of the team, supervising pupils during the midday break and to sustain the welfare and safety of pupils during that break period, as directed by the Headteacher. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the headteacher

Responsible to: Senior Midday Assistant and Assistant Headteacher

Key Responsibilities:

- To organise and supervise the washing of hands and hygiene of pupils.
- Organisation of the entry/exit of the pupils into the dining room.
- General supervision of pupils during the service of meals.
- To maintain adequate standards of table manners and eating habits.
- Help younger pupils at the server counter, ensure the correct use of cutlery, and help them cut up their food when necessary; to ensure children are socialising appropriately at the dinner table.
- Assist pupils with the return of used plates, trays, cutlery and beakers, and with the cleaning of tables when lunch is finished.
- Supervise pupils eating food brought from home, and ensure that all packed-lunch equipment is cleared away after use; any food left should be sent home for parents to see;
- Report to the Senior Midday Supervisor any child whose diet may give rise for concern.
- Welfare and supervision of all pupils before or after the meal in the playground, hall, corridors and classrooms as instructed by Headteacher. This includes initiating and playing games with the children.
- Attend to minor accidents sustained during the midday break, and seek appropriate assistance if necessary.
- Attend to any pupil who becomes ill during the midday break, and again seek appropriate assistance;
- Report to the Senior Midday Supervisor any acts that constitute serious infringements of school rules.
- To carry out responsibilities under common law and the Health and Safety Act and to adhere to the school's health and safety policy.
- The organisation and management of large numbers of pupils.
- To maintain discipline during the lunch break and to promote adherence to the school's behaviour and anti-bullying policies.
- To wear a name badge in order to promote courteous and polite behaviour at all times.
- To ensure that local authority policies on equality are adhered to by not differentiating between children on grounds of gender, race or disability.

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- Liaise affectively and professionally with staff, teachers and parents, as required.
- To promote adherence to the school's code of conduct.
- To report any matters involving child protection immediately to the Headteacher/Designated Safeguarding Lead (other DSL's in her absence).
- To undergo training as required e.g. Manual Handling, Child Protection.
- Such other duties as may be required by the Headteacher.
- In case of absence, ring school and inform them by 9.30am so that an authorised replacement can be found.