

## **Job Description**

<b>Job Title</b>	Midday Assistant (MDA)
<b>MAT Grade</b>	Grade 3 [Points 3-4]
<b>Reports To</b>	Principal
<b>Staff Managed (if any)</b>	None

### **Job Purpose And Content**

Working as a member of the school's MDA team, you will ensure that all our children have meaningful lunchtime play every day. You will work as a member of the MDA Team to create a safe and stimulating outdoor environment providing social, active and creative play experiences for all. You will be responsible for ensuring that all our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.

### **Responsibilities And Role**

- Work as part of the team to cover all lunchtime tasks daily. This will include sessions outside and also sessions in the dining hall.
- Work with the colleagues to ensure all children have access to exciting age appropriate play opportunities every lunch time.
- Facilitate play opportunities and act as an ambassador for play.
- Work with the site staff and other colleagues to ensure that all our children have a safe site for play.
- Coordinate and communicate between play zones and dining hall to ensure all children visit the dining hall and eat their lunch.
- Assess play areas for risks daily and communicate/implement any changes required.
- Assist with putting out and packing away of play equipment/kit.
- Record and report incidents of note that occur during lunchtime – e.g. site issues, behaviour, first aid.
- Assess and deliver first aid to pupils (if trained). Assist with first aid reporting.
- Coordinate and communicate with the colleagues and the Catering Team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise play time outside.
- Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating, hygiene and social skills.
- Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
- Clean, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon.
- Offer care, support and advice for children during lunchtime.

- Contribute ideas and suggestions to improve the team practices and performance.
- Promote and safeguard the safety and welfare of children in accordance with school child protection and behaviour management policies.
- Support and uphold the school's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviours.
- Attend periodic team meetings and/or training for professional development.
- Assist with training new team members.
- To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant).

### **Problems and decisions**

You will be required to resolve day to day issues of a practical or routine nature amongst the children but issues of an operational or organisational nature should be referred to Principal.

### **Knowledge, experience and training**

- Previous experience of play work or working with children highly desirable
- Knowledge and/or understanding of the Playwork Principles desirable
- Previous first aid experience desirable (basic First Aid training will be provided)
- Literacy and numeracy: Ability to follow written guidance and procedures
- Problem solving: Ability to identify and resolve straightforward problems and refer complex problems to an appropriate member of staff
- Verbal and written skills: MDAs will be required to record incidents swiftly and add to appropriate central school records. Ability to give clear verbal instructions to children and team members. Ability to follow good protocol.

### **Skills and personal attributes:**

- Enjoy working with young people (all ages in the primary school range 4 – 11 years).
- Positive and supportive attitude towards young people of all ages, abilities and backgrounds.
- Confident in working with and able to influence and negotiate with children from Reception (4 years old) to Year 6 (11 years old).
- Strong teamwork skills; enjoy being part of a team, supportive, flexible and reliable.
- Practical, solutions driven.
- Friendly, approachable and caring manner.
- Dependable, with good time keeping.
- Willingness to try new things and work outside comfort zone.

### **Physical effort and/or strain**

Working with children is demanding and requires stamina and resourcefulness. This post will require physical effort, such as initiating active games, demonstrating safe play, walking on uneven surfaces (slopes, sand) and moving 'loose parts' materials, containers and furniture.

### **Working environment**

The working environment will be part, or all of the school premises or accommodation selected by the school. Areas of high use are the outdoor play spaces (playgrounds, field, MUGAs, outdoor seating, wooded / scrub areas, sand pits, Mud Kitchen, Forest School area) and the dining hall, but not restricted to these.

## **Equipment**

- Play materials (e.g. scrap materials, loose parts, sports kit, storage containers, logs) will be in regular use.
- Whistles are used to communicate when a year group can go in for dinner/packed lunches
- Cleaning equipment (brooms, bags, sprays, cloths etc)
- Folding tables/chairs
- First aid kit

## **General**

This job description only contains the principal accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. Duties may vary from time to time without changing the character of the post or the level of responsibility.

## **Special notes or conditions**

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The post-holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

## **NOTES**

1. The school expects all staff to be flexible. This means that a MDA can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post.
2. This job description may be subject to amendment, to meet the changing needs of the MAT, following appropriate consultation with the postholder.

## **Additional duties**

- Comply with the Code of Conduct, and all policies and procedures of the MAT and the school, and to report any concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/review arrangements.

## Person Specification MDA

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Able to work independently and support the work of the team	✓		Application & interview
Able to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Able to communicate and interact effectively with adults and children and young people	✓		Application & interview
Able to apply instructions given by teachers or supervisors	✓		Interview
Able to maintain confidentiality of pupil information	✓		Interview
Able to demonstrate respect for pupils and be able to listen to their views	✓		Interview
<b>Knowledge</b>			
A basic understanding of health, safety and security issues in schools		✓	Interview
<b>Qualifications and Experience</b>			
First Aid certificate (or willingness to complete the training)		✓	Application & interview
Experience, on a voluntary or paid basis, of working with children or young people		✓	Application & interview
Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)		✓	Interview
Willingness and motivation to participate in any training or development required to improve skills/performance	✓		Application & interview
Willingness and motivation to achieve Level 2 certification in literacy and numeracy	✓		Interview