

# OAKWOOD PRIMARY ACADEMY

## Job Description

<b>SCHOOL</b>	Oakwood Primary Academy
<b>JOB TITLE</b>	Midday Supervisory Assistant (MDSA)
<b>GRADE</b>	Single Status Grade 1
<b>RESPONSIBLE TO</b>	Headteacher or Senior MDSA
<b>MAIN PURPOSE OF THE JOB</b>	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 supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the headteacher or Senior Mid-day Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage play activities.
3. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the headteacher or his/her nominated representative.
4. 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.
5. To ensure that any injury or sickness of pupils is reported immediately to the First Aider or headteacher and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
6. To check that no pupil remains in outside areas when afternoon lessons are about to begin.
7. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

---

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.