



MFA – Midday First Aider

Hours: 15 Hours per week – 3 hours a day **(39 Weeks)** Term Time Only (TTO) – Including INSET days

Time: 10.30am to 1.30pm

Salary: Scale IC3 - £11,166 (Paid Monthly, 15th of each month)

Start Date: 4th January 2027

Job Description

Responsible to: Senior Midday Supervisor

Responsible for: Providing first aid and medical support to children, while effectively supervising them during the lunch break.

Main Purpose: Under the direction of the Senior Midday Supervisor, the postholder will act as a designated first aider during the midday lunch break and will be responsible for the safety and welfare of the children. This includes providing first aid and administering medication where authorised and supporting children's medical and dietary needs.

Main Activities

- To have excellent attendance and punctuality.
- To be flexible and able to adapt to varying needs during busy or unpredictable times.
- To demonstrate a caring attitude and patience when working with children of varying ages.
- To manage behaviour in line with the school's policies.
- To maintain strong communication with teachers, support staff and the school office.
- To uphold Health & Safety practices and follow safeguarding procedures at all times.
- To remain calm and act quickly and appropriately in an emergency.

Specific Job Areas

First Aid Response

- To hold a valid Paediatric First Aid (or equivalent) qualification and keep it up to date, or to be willing to obtain one.
- To act as the first point of contact for injuries and illness during the midday break, providing prompt and appropriate first aid.
- To assess situations calmly, deciding when to treat on site, when to contact parents or carers, and when to call emergency services.
- To follow individual health plans and emergency procedures, including those for asthma, epilepsy, diabetes and anaphylaxis.
- To apply infection control procedures, including the safe use and disposal of gloves, PPE and bodily-fluid waste.
- To ensure that children who have been treated are monitored and are safe to return to class or play.

Recording and Reporting Incidents

- To record all accidents, injuries and illness accurately and promptly, in line with school policy.
- To log incidents onto the specified software with a good standard of English.
- To ensure head injury notifications and other required communications reach parents or carers and class teachers before the end of the school day.

- To report serious incidents and any safeguarding or welfare concerns to the Senior Midday Supervisor without delay.
 - To maintain confidentiality and the accuracy of all records when completing any medical logs
 - To provide a summary of incidents, frequency, location and pupils involved on a monthly basis
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First Aid Equipment and Facilities

- To check, restock and maintain first aid kits and medical equipment, ensuring they are stocked, in date and accessible.
- To ensure the medical room is clean, tidy and ready for use at all times
- To report any shortages, faulty equipment or hazards to the relevant member of staff.
- To ensure ice packs, plasters, wipes and other supplies are available during the lunch break.
- To collect all ice packs from children after completing treatment

Person Specification

	Essential	Desirable
Qualifications		
To hold a valid Paediatric First Aid (or equivalent) qualification, or be willing to obtain one before starting		✓
Willingness to participate in development and training opportunities	✓	
Additional training in health & safety, medication administration or SEN support		✓
Experience		
Experience of providing first aid in a school or childcare setting	✓	
Experience in a school or childcare setting	✓	
Experience of support work in an inner-city, multicultural school		✓
Experience of helping to deliver programmes under the direction of a qualified supervisor		✓
Experience with care plans, medication or food diary management		✓
Knowledge and Understanding		
Knowledge, understanding and commitment to equal opportunities	✓	
Knowledge of safeguarding legislation	✓	
Knowledge of first aid, medical and allergy procedures	✓	
Knowledge of Gatton School procedures in relation to safeguarding		✓
Knowledge of Gatton School procedures for accidents, medication and incident recording		✓
Skills and Abilities		
To be able to demonstrate good literacy and numeracy skills	✓	
Ability to record incidents accurately using software, with a good standard of English	✓	
Excellent communication, planning and organisational skills	✓	
Ability to remain calm under pressure and act quickly in an emergency	✓	
Ability to use initiative	✓	
Ability to develop and maintain good working relationships with the whole school community	✓	
Ability to work constructively as part of a team, understanding responsibilities and your own position within these	✓	
Ability to be flexible and positive	✓	
An awareness of strategies for managing pupils with challenging behaviour	✓	
Ability to show initiative and respond to situations appropriately including those involving learning or incidences of behaviour	✓	
Ability to maintain confidentiality and handle sensitive information appropriately	✓	
Maintain a safe environment for children at all times	✓	