

## JOB DESCRIPTION

**SCHOOL:** Broadclyst Community Primary School

**POST TITLE:** Mealtime Assistant

**RESPONSIBLE TO:** Assistant Headteacher

**SALARY:** £14,039 FTE pro rata

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Headteacher will consult you as appropriate during any review of these duties.

### **Job Purpose**

To ensure that lunchtime activities are supported and managed in accordance with the school's policies and procedures under the overall direction of the Headteacher.

### School Meals

- Encourage good table manners and orderly behaviour in Dining Room.
- See that drinking water is provided and assist in pouring water for young children.
- Assist young children in handling knives and forks and if necessary cut up their food.
- Encourage children to eat the meal provided and encourage them in avoidance of waste.
- Supervise the orderly return of empties to a given point.
- Wipe down tables between sittings.
- Clean up after spillage of food, water or sickness in dining area during the service of the meal.

General

- Undertake playground and play leadership duty, supervising by circulating amongst children. This supervision should not be carried out by pairs of Assistants.
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents and report to the Leadership Team.
- Support the effective operation of the Mealtime Assistant team by demonstrating flexibility and co-operation.
- Undertake training as required at the school or at an alternative venue.
- Report to Headteacher any untoward circumstances.
- Ensure that children do not leave the school without permission of the Headteacher.
- Assist Headteacher as required in order to care for the safety and well-being of children.

**Hours of Work**

- Hours and times of work may be varied at any time in accordance with pupil numbers to meet the needs of the school.
- On occasions, you may be required to work overtime.

**Physical Demands**

- Standing, being outside in varying weather conditions.

**Working Environment**

- School buildings.
- Playground.
- Dining Hall.

**SIGNED:** .....

**HEADTEACHER**

**SIGNED:** .....

**MEALTIME ASSISTANT**

**DATED:** .....

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	None required	Current First Aid qualification
<b>Experience</b>	Should have experience of supervising children.	In addition, they might have experience of working with children on a voluntary or paid basis.
<b>Knowledge and Understanding</b>	Should be able to recall the ways in which they have successfully managed children's behaviour.	In addition, they might also have knowledge and understanding of: <ul style="list-style-type: none"><li>• child development and social interaction;</li><li>• the value of constructive play opportunities.</li></ul>
<b>Skills</b>	Will be able to: <ul style="list-style-type: none"><li>• talk to children and adults in a clear and calm manner;</li><li>• work as part of a group and on their own;</li><li>• encourage high standards of pupil behaviour at all times;</li><li>• respect confidential information;</li><li>• initiate games and activities appropriate to the age of the children;</li><li>• remain calm in a crisis;</li><li>• undertake appropriate training as required.</li></ul>	In addition, they might also be able to: <ul style="list-style-type: none"><li>• recognise behaviour giving cause for concern, and inform teaching staff;</li><li>• teach play activities to other Mealtime Assistants;</li><li>• examine systems critically, and suggest ways of improving efficiency.</li></ul>
<b>Personal Characteristics</b>	Calm under pressure Tolerant Able to communicate well with staff and children.	Well-organised Creative Resourceful