

JOB DESCRIPTION

<i>Job Title:</i>	<i>Mealtime Assistant</i>
<i>Location:</i>	<i>Buckfastleigh Primary School</i>
<i>Grade:</i>	<i>Grade A Scale Point 1</i>
<i>Hours:</i>	<i>6.25hrs per week, 38 weeks per years</i>
<i>Reports to:</i>	<i>Headteacher</i>

Main purposes of the job

To ensure the smooth operation of arrangements for the supervision of pupils during the lunch break

Main responsibilities and tasks

The job involves following instructions which define the tasks in detail. Minimal personal initiative is required. The job is subject to supervisory or customer checks or close supervision. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

1. Encourage the children to eat the meal provided and promote appropriate table manners and behaviour
2. Ensure the safety, welfare and appropriate conduct of pupils during the midday break period in accordance with the practices and procedures of the school
3. Ensure the health, safety, conduct and well-being of all pupils and in particular those in the class allocated under the duty rota
4. Undertake playground duty, supervising by circulating amongst children
5. Ensure the dining area is kept clean and in a hygienic condition, including wiping down tables between sittings and cleaning up any spillages or bodily fluids during the service of the meals.
6. Assist in demonstration of duties to new members of staff
7. Ensure playground equipment is used and stored properly
8. Walk/stand throughout the entire lunchtime period and lift and move dining room furniture within the dining hall area.
9. The post holder will be required to be alert to the actions of the children, for short periods of time, both in the dining hall and in the playground.
10. Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's constitution and its policies and procedures.
11. Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
12. Undertake all duties with due regard to the Trust's Equal Opportunities and Diversity policy and relevant legislation.
13. Undertake other duties appropriate the grade of the post

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Person Specification

Attribute	Essential	Desirable	Method of Assessment
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Understanding the needs of children • Understanding of Health and Safety issues • Understanding of the issues surrounding the safety of children • Basic knowledge of first-aid • The post holder requires judgemental skills to identify straightforward solutions to simple problems. • Oral communication skills required to exchange straightforward information with work colleagues and pupils. Some tact may be required • Ability to adhere to and implement the Trust's Equal Opportunities and Diversity Policy. • Have a DBS check and clearance. • To be responsible for promoting and safeguarding the welfare of children and young people within the school. 		<ul style="list-style-type: none"> • Application form • References • Interview

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