

## Job Description

**Job Title:** Mealtime Assistant

**Grade:** A1

**Responsible to:** Head of Teaching & Learning/Deputy/Senior Administrator/  
Senior MTA

### **Main Purpose of the Post:**

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

### **Main Duties & Responsibilities:**

#### School Meals:

Ensure that children entering Dining Room have clean hands.

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.

Assist young children to choose a balanced meal.

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 Head of Teaching and Learning.

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 Head of Teaching and Learning any untoward circumstances.

Ensure that children do not leave the school without permission of Head of Teaching and Learning.

Assist Head of Teaching and Learning as required in order to care for the safety and well-being of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and abide by school policies and procedures.

**This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the postholder that they will make a positive contribution to enhancing and adapting services.**

**Job descriptions will be reviewed, in consultation with the post holder, at least annually or whenever there may be a significant change to the role of the job holder for example in respect of workforce reform.**



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications		English and Maths GCSE or equivalent at C or above
Skills and Knowledge	<ul style="list-style-type: none"><li>• Understanding of how children play and socialise in a school environment</li><li>• Can demonstrate/ evidence the ability to support children in developing positive behaviours</li><li>• Able to interact positively with a group of children or on a one to one basis</li><li>• Able to communicate effectively verbally and in writing</li><li>• Able to be an effective role model for the standards of behaviour expected of children</li><li>• Aware of the expectation to approach difference positively and able to adopt a positive, inclusive approach to students of all backgrounds</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school or with children</li><li>• Awareness of school policies and procedures relating to Child Protection, Health and Safety, and Confidentiality</li><li>• Trained in first aid</li></ul>
Personal Qualities		<ul style="list-style-type: none"><li>• Highly committed to the personal growth and development of children</li><li>• Approachable, caring and has integrity</li><li>• A supportive team player</li></ul>