

**Mealtime Assistant
Job Profile**

Post: Mealtime Assistant

Reporting to: Executive/Academy Head

Salary: NJC Grade A

Job Purpose:

To work under the instruction/guidance of catering/senior staff to ensure the safety, general welfare and conduct of pupils during the lunch service. Assisting other lunchtime staff with basic cleaning and general duties in and around dining areas and undertaking play activities.

Job Responsibilities:

School Meals:

- Ensure that children entering Dining Room/Hall have clean hands.
- Encourage good table manners and orderly behaviour in Dining Room/Hall.
- 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.
- Assist in clearing away tables at end of service and ensure dining area is left clean and tidy.

General:

- Undertake playground duty, supervising by circulating amongst children.
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents and report to Executive/Academy Head.
- Report to Executive/Academy Head any untoward circumstances.
- Ensure that children do not leave the school without permission of Executive/Academy Head.
- Assist Executive/Academy Head as required in order to care for the safety and well-being of children.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Safeguarding

Safeguarding is the responsibility of all staff.

Code of conduct:

The Trust expects all staff to ensure that their standards of conduct are, at all times, compliant with the Code of Conduct policy for employees.

Inclusivity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Trust, are carried out in compliance with the requirements of the General Data Protection Regulation, the Data Protection Act and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Disclosure Service Certification from the Disclosure and Barring Service:

Trust staff are required to hold Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service.