

Landkey Community Primary Academy
Job Description for Meal Time Assistants



Job Title	Meal-Time Assistant
Responsible to	Deputy Headteacher
Job Purpose	To be responsible, during the lunch break, for the safety and general welfare and proper conduct of pupils

Main Duties and Responsibilities

1. Supervision of pupils immediately before, during and after lunch. This includes pupils who have a school meal as well as those who bring their own lunch.
2. Supervision of pupils' entry into the dining room.
3. Assistance for pupils where necessary to carry plates etc to the table and return empty dishes when finished.
4. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
5. Taking such steps as necessary when pupils are sick (eg. Phoning home), carrying out minor first aid and summoning when necessary assistance to deal with major injuries or illnesses.
6. Supervision of the pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play / games as appropriate inside school on wet days.
7. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
8. To undertake any other duties of a similar level and responsibility as may be required.
9. To assist with setting up and packing away dinner tables and benches, cleaning of tables and benches and dinner hall as required.
10. To be alert and active on issues relating to pupil welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil.
11. This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.

Signed:

Person Specification:

	Essential	Desirable
EDUCATION		<ul style="list-style-type: none"> • Good standard of education to GCSE level
EXPERIENCE		<ul style="list-style-type: none"> • First Aid Certification • Some experience of working with children • Some experience of working in a catering environment
SKILLS	<ul style="list-style-type: none"> • Ability to supervise children • Good communication skills • Ability to work as part of a team • Able to take instruction • Able to use initiative 	
SAFEGUARDING	<ul style="list-style-type: none"> • Thorough knowledge and understanding of safeguarding children 	
PHYSICAL	<ul style="list-style-type: none"> • Able to carry out the duties of the post with reasonable adjustments where necessary 	