

**JOB DESCRIPTION**

**Job title:** **Meal Time Assistant**

**Reports to:** **Lunchtime Supervisor or Headteacher**

**Grade: NJC**

All members of the team employed by the Academy for Character and Excellence support and promote the Trusts mission and vision and promotes character education which is a values led approach.  Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us.

This document outlines the duties required for the post entitled Mealtime assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time.

**Purpose of the Job**

* Undertaking playground duty, supervising by circulating amongst children
* Assist children in the dining room

**Key Duties**

* Ensure that children entering the dining room have clean hands
* Encourage good table manners and orderly behaviour in the dining room
* See that drinking water is provided and assist in pouring water for the younger children
* Assist young children in handling knives and forks and if necessary cup 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 the dining area

**General**

* Playground duty/supervision should not be carried out by pairs of assistants
* Supervise children in the designated area other than playground during wet weather
* Attend to minor incidents and report to the head of school
* Report to the head of school any untoward circumstances
* Ensure that children do not leave the school grounds without permission
* Assist head of school as required in order to care for the safety and well-being of the children.

**Support the school by:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
* Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
* Contributing to the overall ethos/work/aims of the school
* Appreciating and supporting the role of other professionals
* Attending relevant meetings as required
* Participating in training and other learning activities and performance development as required

**Whole school commitment**

* To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
* To be supportive of the school’s and Trusts extra-curricular activities
* To take an active part in the school and Trusts involvement with the wider community
* To ensure the children’s safety at all times