



## JOB DESCRIPTION

<b>Job Title:</b>	Meal Time Assistant
<b>Grade:</b>	B
<b>Hours:</b>	5 hours per week, term time only
<b>Responsible to:</b>	Headteacher
<b>Direct Supervisory Responsibility for:</b>	None
<b>Indirect Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships:</b>	<u>Internal:</u> Children, Headteacher, teachers and support staff
	<u>External:</u> None

### Main Purpose of Job

To assist and supervise individuals and groups of pupils during the lunch break, encouraging responsible and appropriate behaviour, activities and play ensuring the safety of pupils.

### Duties and Responsibilities

1. To create a safe, welcoming and inclusive environment for all children.
2. To be reliable and punctual.
3. To be professional and a good role model to the children and other staff members at all times.
4. To supervise children during the lunch period in accordance with our school's policies and procedures.
5. To interact positively with children to encourage them to engage in meaningful and constructive activities.

6. To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
7. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
8. To organise group activities and games for children so as to enhance the development of children's learning and social integration.
9. To remain aware of children with special educational needs and liaise with the SENDCO to ensure play activities are appropriate and safe for all children.
10. To arrange appropriate indoor activities and make available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
11. To complete the necessary records with regard to and sickness/ accidents/ safeguarding concerns or incidents relating to such policies, in accordance with the policies.
12. To administer minor first aid (once trained) and assist with sick children where necessary.
13. To deal with emergencies that may occur in accordance with the school's procedures and inform a member of the teaching staff/headteacher in the event of an emergency.
14. To report back to the appropriate teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent.
15. To undertake all duties and responsibilities with due regard to the School's Security Policy and, in particular, remain aware of intruders entering the school grounds.

### **Responsibilities applicable to all Trust employees**

1. To be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust, including safeguarding and child protection, health and safety, equality and diversity, the Code of Conduct, and data protection.
2. To maintain confidentiality of information acquired in the course of undertaking duties.

3. To be responsible for your own continuing self-development, engaging in appraisal, mandatory and other training as appropriate for the role.
4. To undertake other duties appropriate to the grading of the post as required.

Date Updated: Senior HR Officer

Updated by: March 2025



**PERSON SPECIFICATION**

**Job Title:** Meal Time Assistant

**School:** Landulph Primary School

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>Relevant Experience</b>	<p>Experience of working with children</p> <p>Proven experience of working collaboratively in a team</p>	<p>Experience of working with children within a school environment or similar</p>	<p>Application</p> <p>Interview</p>
<b>Education and Training</b>	<p>Attainment of Level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience</p>	<p>Level 2 qualifications (NVQ, GNVE or GCSE) to include English and Maths</p> <p>Basic first aid qualification</p> <p>Paediatric first aid</p> <p>Evidence of recent, relevant professional development</p>	<p>Application</p> <p>Interview</p>
<b>Knowledge and Skills</b>	<p>Able to act as a role model for children by setting high personal and professional standards</p> <p>Able to develop a successful rapport and working relationship with all children</p>		

	<p>Able to use a positive approach to behaviour management</p> <p>Good communication skills</p>		
<b>Any Additional Factors</b>	<p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Support the values of the school</p> <p>Flexible, self-motivated and enthusiastic</p> <p>Believes in inclusion of all our learners</p> <p>Approachable and able to relate to all members of our school community</p> <p>Commitment to equality of opportunity</p> <p>Displays warmth, care and sensitivity in dealing with children</p>	Willingness to be involved in the wider life of the school	Interview

Date Updated: March 2025

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