



**Landulph Primary School**  
Meal Time Assistant  
Job Description



<b>Grade:</b>	B
<b>Hours:</b>	5
<b>Responsible to:</b>	Headteacher

**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.

**Main Duties and Responsibilities:**

- To create a safe, welcoming and inclusive environment for all children
- To be reliable and punctual
- To be professional and a good role model to the children and other staff members at all times
- To supervise children during the lunch period in accordance with our school's policies and procedures.
- To interact positively with children to encourage them to engage in meaningful and constructive activities
- 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
- 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
- To organise group activities and games for children so as to enhance the development of children's learning and social integration.
- 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
- To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods
- To complete the necessary records with regard to and sickness / accidents / safeguarding concerns or incidents relating to such policies, in accordance with the policies
- To administer minor first aid (once trained) and assist with sick children where necessary
- 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
- To report back to the appropriate Teacher any issues relating to children's progress, achievements, behaviour or problems which may become apparent
- 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

- To be aware of the School's safeguarding policy/procedures and report any concerns observed during the course of duty in accordance with such procedures
- To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- To be responsible for your own continuing self-development, undertaking training as appropriate
- To carry out other duties appropriate to the role as required

Date Prepared: November 2021  
Job Description Prepared by: Karen Ball

## Person Specification

Attributes	Essential	Desirable
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>❑ Previous experience of working children</li> <li>❑ Has proven experience of working collaboratively in a team</li> </ul>	<ul style="list-style-type: none"> <li>❑ Previous experience of working with children within a school environment or similar</li> </ul>
<b>Professional Knowledge, Understanding and Skills</b>	<ul style="list-style-type: none"> <li>❑ Attainment of Level 1 standard of education, or be able to demonstrate an equivalent level of knowledge through practical relevant experience</li> <li>❑ Able to act as a role model for children by setting high personal and professional standards</li> <li>❑ Is able to develop a successful rapport and working relationship with all children</li> <li>❑ Is able to use a positive approach to behaviour management</li> <li>❑ Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>❑ Level 2 qualifications (NVQ, GNVE or GCSE) to include English and Maths</li> <li>❑ Basic First Aid qualification</li> </ul>
<b>Values and Personal Qualities</b>	<ul style="list-style-type: none"> <li>❑ Support the values of Landulph School</li> <li>❑ Flexible, self-motivated and enthusiastic</li> <li>❑ Believes in inclusion of all our learners</li> <li>❑ Approachable, caring, able to relate to all members of our school community</li> <li>❑ Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</li> <li>❑ Commitment to equality of opportunity irrespective of race, gender or disability</li> <li>❑ Displays warmth, care and sensitivity in dealing with children</li> <li>❑ A good sense of humour!</li> </ul>	<ul style="list-style-type: none"> <li>❑ Willingness to be involved in the wider life of the school</li> </ul>
<b>Qualifications, Confidential References and Reports</b>	<ul style="list-style-type: none"> <li>❑ Written references confirming professional and personal knowledge, skills and abilities referred to above</li> <li>❑ Satisfactory health and attendance record</li> <li>❑ Clear enhanced DBS check</li> </ul>	<ul style="list-style-type: none"> <li>❑ Evidence of recent, relevant professional development</li> <li>❑ Paediatric first aid</li> </ul>

Date Prepared:  
Job Description Prepared by:

November 2021  
Karen Ball