

CANN BRIDGE SCHOOL

JOB DESCRIPTION: Mealtime Assistant

GRADE: B

RESPONSIBLE TO: Deputy Headteacher

This document outlines the duties required for the time being of the post entitled Mealtime Assistant to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed, for example, to cover the age and special needs of pupils and for those who eat packed lunches at school.

School Meals

1. Ensure that children enter the Dining Room appropriately; ready for lunch.
2. Encourage good behaviour in the Dining Room.
3. See that drinking water is provided and that all pupils have the correct cutlery, plate and dietary requirements.
4. Assist young children in handling knives and forks, and if necessary cut up their food.
5. Encourage children to eat the meal provided and encourage them in the avoidance of waste.
6. Assist young children to choose a balanced meal.
7. Supervise the orderly return of empties to a given point.
8. Wipe down tables between sittings.
9. Clean up after spillage of food, water or sickness in Dining Area during the service of the meal.

General

10. Undertake playground duty, supervising by circulating amongst children. This surveillance should not be carried out by pairs of Supervisory Assistants.
11. Supervise children in designated area, other than playground, during wet weather.
12. Attend to minor accidents and report to Headteacher.
13. Report to Headteacher any untoward circumstances or behaviour.
14. Ensure that children do not leave the school without permission of Headteacher.
15. Assist Headteacher as required in order to care for the safety and well-being of children.