



JOB DESCRIPTION

Job title: Mealtime Assistant
Reports to: Lunchtime Supervisor or Headteacher
Grade: NJC

All members of the team employed by The Academies for Character and Excellence support and promote the Trust's mission and vision and promote 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, cut up their food
- Encourage children to eat the meal provided and encourage them to avoid 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

- Supervise children in the designated area other than the playground during wet weather
- Attend to minor incidents and report to the First Aider, H&S Admin or Headteacher
- Ensure that children do not leave the school grounds without permission
- Assist 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 diversity 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

Health and Safety

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise

the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities.

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 Trust's extra-curricular activities
- To take an active part in the school and Trust's involvement with the wider community
- To ensure the children's safety at all times