



## **MEALTIME ASSISTANT - JOB DESCRIPTION**

**School - Bowhill Primary School**

**Job Title - Mealtime Assistant**

**Grade - Scale A (Spine Point 6)**

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the postholder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role of the job holder.

### **Main Purpose of the Post**

To ensure that lunchtime activities are supported and managed in accordance with the school's policies and procedures under the overall direction of the Headteacher.

### **Main duties and responsibilities: -**

#### **SCHOOL MEALS**

1. Ensure that children entering Dining Room have clean hands.
2. Encourage good table manners and orderly behaviour in Dining Room.
3. See that drinking water is provided and assist in pouring water for young children.
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 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 should not be carried out in pairs.)
11. Supervise children in a designated area, other than the playground, during wet weather.
12. Attend to minor accidents and report to the Senior Mealtime Supervisor.
13. Report to Senior Mealtime Supervisor any untoward circumstances.
14. Ensure that children do not leave the school without the permission of Headteacher.
15. Assist Headteacher as required in order to care for the safety and well-being of children.

**Person Specification**

		Essential or Desirable
Experience	<p><b>Knowledge of children</b></p> <p>Evidence of experience in taking responsibility for children.</p> <p>Evidence of involvement in a school setting.</p> <p><b>Disposition</b></p> <p>Positive, flexible attitude and genuine love of children.</p>	<p>E</p> <p>E</p> <p>E</p>
Skills	<p><b>Behaviour Management</b></p> <p>Ability to encourage children to behave well and with respect for others.</p> <p>Calm approach to problems and swift to seek help when needed.</p>	<p>E</p> <p>D</p>