

Meal Time Assistant



Job Description

Post Title	Meal Time Assistant
School	St Mary's CPS, Poole
Salary and Grade	NJC SCP 10
Line Manager(s)	SLT
Contract Type	Permanent part time (working weeks 38.6)

Main purpose of the job:

To ensure the safety, general welfare and conduct of pupils during the break period. Assistance to other lunchtime staff with serving, basic cleaning and general duties in and around the dining areas.

A. Key tasks:

- ♦ To serve meals paying particular care to Food Hygiene regulations and to supervise pupils in designated areas of the school during the midday break and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures
- ♦ To establish safe and appropriate behaviour by effective intervention or referral to senior staff
- ♦ To supervise the movement of pupils to and from dining areas, including any personal hygiene requirements
- ♦ To maintain good order in dining areas
- ♦ To assist pupils, where necessary, with the collection of food and return of trays, or other items to the service counter
- ♦ To assist pupils, where necessary, with the proper use of cutlery, drinking facilities or other aspects of the midday meal
- ♦ To assist in the clearance of any spillages and wiping down, cleaning or re-setting of table, as appropriate
- ♦ To assist in the setting up and removal of furniture where necessary
- ♦ To take immediate action in respect of sickness or accidents by carrying out minor first aid, as required, and recording the incidents accordingly
- ♦ To report any unauthorised visitors on school premises
- ♦ To complete any documentation required by the school in relation to incidents occurring during lunchtime break period, and to participate in review meetings as required

B. Experience, Knowledge and Qualifications

- ♦ Literacy and Numeracy skills to fulfill the duties of the role
- ♦ Understanding of relevant policies/codes of practice and awareness of relevant legislation

Job Description continued



Supervision and Management

The post holder will be expected to work with limited supervision to an established work pattern. There will be support from the Head teacher (or other designated member of staff). Regular meetings will be arranged for briefing and/or feedback on relevant school or individual pupil matters.

Skills and Technical Competencies

- ◆ Interaction with individuals and groups of pupils
- ◆ Oral communication skills required to exchange straightforward information with colleagues and pupils. Some tact may be required
- ◆ Encourage the children to eat the meal provided and promote good table manners and appropriate behaviour
- ◆ Ensure the smooth running of mealtime arrangements by anticipating and dealing with problems
- ◆ Promoting constructive play ideas with children
- ◆ Undertake other duties commensurate with the grading of the role

Corporate Standards

- ◆ Act at all times in accordance with appropriate legislation and regulations, code of practice, the provisions of all policies and procedures
- ◆ Promoting and safeguarding the welfare of children and young people in accordance with Plymouth Cast's safeguarding and child protection policy

Professional Development and Organisation

- ◆ Take part in First Aid Training on a regular basis as skills need to be updated
- ◆ Be willing to participate in your own performance management appraisal undertaking to attend courses, Inset days and training to support your own professional development as agreed with the Head teacher
- ◆ Attend staff meetings every week or as required by the Head teacher

Professional Relationships

- ◆ Work closely with staff (and possible student and parent helpers) sharing thoughts and ideas and to be sensitive in the confidentiality of their relationship with them.
- ◆ Be willing to use initiative over tasks where necessary
- ◆ Respect confidentiality at all times of any personal details concerning a specific child or family.
- ◆ Make a positive contribution to the wider life and Catholic ethos of the school.

Job Description continued



Working Conditions and Demands

There is a requirement for the post holder to walk/stand throughout the entire lunchtime period and to lift and move dining room furniture within the dining hall area. The post holder is also required to wipe down tables between sittings and clean up any spillages or body fluids during the service of the meals, leaving the area in a clean and hygienic condition. The post holder will also be required to be alert to the actions of the children during the lunchtime period both in the dining hall and in the playground.

The role involves considerable exposure to high noise levels, inclement weather and dealing with bodily fluids.

The post holder may at times be required to deal with difficult or demanding children.