



## JOB DESCRIPTION

**Job title:** Meal Time Assistant  
**Reports to:** Lunchtime Supervisor or Headteacher  
**Grade:** NJC Grade A

### Trust Ethos and Mission statement

**Excellence through cultivating character, sharing talents and pursuing excellence.**

All members of the team employed by the Academy for Character and Excellence support and promote the Trusts mission and vision and promotes 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 cup up their food
- Encourage children to eat the meal provided and encourage them in avoidance of waste
- Assist young children to chose 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

- Playground duty/supervision should not be carried out by pairs of assistants
- Supervise children in the designated area other than playground during wet weather
- Attend to minor incidents and report to the head of school
- Report to the head of school any untoward circumstances
- Ensure that children do not leave the school grounds without permission
- Assist head of school 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 difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school

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- 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

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