

CLYST HYDON PRIMARY SCHOOL

JOB TITLE: Mealtime Assistant

GRADE: JE Grade A, point 6 (£8.50 per hour)

RESPONSIBLE TO: Headteacher

This outlines the duties required of the Mealtime Assistant to indicate the level of responsibility. This is not a comprehensive list, and duties may be varied from time to time, which do not change the general character of the job or level of responsibility entailed, which is to look after the pupils eating school meals and packed lunches at school. You will be required to carry out the duties in a cheerful manner encouraging co-operation and establishing a rapport with the children.

School Meals/Packed Lunches

You will be required to:

- ensure that children entering the dining room have clean hands
- encourage good table manners, politeness and orderly behaviour in the dining room
- see that drinking water is provided and assist in pouring water for young 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 in avoidance of waste
- monitor the orderly return of empty plates and cutlery to a given point
- clean up after the spillage of food, water or sickness in the Dining Area during the service of the meal.
- ensure children eating packed lunches do so tidily and join the children in the playground promptly

General

During lunchtime playground duty you will be required to:

- supervise by circulating amongst the children, encouraging the correct use of small apparatus allowed in the playground, and the development of playground games in line with our Better Playtimes scheme.
- communicate with the children in a positive manner which encourages a calm and co-operative response from them. Team points, and appropriate certificates of praise should reward children whose attitude and actions show consideration for others, or who co-operate with reasonable requests.
- bring minor accidents into school, and report these to the Headteacher
- supervise children in designated areas, other than the playground during wet weather and ensure the safe conduct of those children.
- report to the Headteacher any untoward circumstances

- ensure that children do not leave the school without the permission of the Headteacher
- assist the Headteacher as required in order to care for the safety and well-being of the children.

In-service training will be offered and a staff mileage allowance is payable. Courses will enhance your skills. First Aid is an essential course for all members of Lunchtime staff, in line with our Health and Safety Policy, and you will be encouraged to take an annual refresher alongside all other members of staff.

You will also be required to:

- help with the development of our Lunchtime and Playtime Code of Behaviour. This will require working with the children, teaching staff and teaching assistants to develop the codes
- ensure that the children are reminded of these codes in cases of inappropriate behaviour

You will be expected to adhere to the schools First Aid Policy and keep your First Aid Certificate up to date.

Signed.....

Date.....