



WHITLEIGH COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION



POST: MEAL TIME ASSISTANT
ACCOUNTABLE TO: Deputy Headteacher
GRADE: A

JOB PURPOSE

- To ensure the smooth operation of arrangements for the supervision of pupils during the lunch break.

DECISION MAKING

- The job involves following instructions which define the tasks in detail. Minimal personal initiative is required. The job is subject to supervisory or customer checks or close supervision.

ACCOUNTABILITIES

- Encourage the children to eat the meal provided and promote appropriate table manners and behaviour.
- Ensure the safety, welfare and appropriate conduct of pupils during the midday break period in accordance with the practises and procedures of the school.
- Ensure the health, safety, conduct and well-being of all pupils and in particular those in the class allocated under the duty rota.
- Undertake playground duty, supervising by circulating amongst children.
- Ensure the dining area is kept clean and in a hygienic condition.
- Assist in demonstration of duties to new members of staff.
- Ensure playground equipment is used and stored properly.
- Undertake other duties appropriate the grade of the post.

DEMANDS

- There is a requirement for the post holder to walk / stand throughout the entire lunchtime period. The post holder is also required to wipe down tables between sittings and clean up and spillages.
- The post holder will be required to be alert to the actions of the children, for short periods of time, both in the dining hall and in the playground.

WORKING CONDITIONS

- Dining hall environment with a percentage of the lunchtime period spent outdoors undertaking playground duty. The role involves considerable exposure to high noise levels, inclement weather.
- The post holder may at times be required to deal with difficult or demanding children.

ESSENTIAL

- Understanding the needs of children
- Understanding of Health and Safety issues
- Understanding of the issues surrounding the safety of children
- Basic knowledge of first-aid.

SKILLS AND TECHNICAL COMPETENCIES

- The post holder requires judgemental skills to identify straightforward solutions to simple problems.
- Oral communication skills required to exchange straightforward information with work colleagues and pupils. Some tact may be required.

CORPORATE STANDARDS

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health & Safety policy, performance standards, safe systems or work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.