



## **JOB DESCRIPTION**

**JOB TITLE** Mealtime Assistant

**RESPONSIBLE TO** Senior Mealtime Assistant

The following is an outline of the range of duties that can be expected of the Mealtime Assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the children, which do not change the general character of the job or the level of responsibility entailed.

### **BASIC DUTIES**

- a. To ensure that children entering the Dining Room have clean hands.
- b. To encourage good table manners and orderly behaviour in the Dining Room.
- c. See that drinking water is provided and assist in pouring water for young children.
- d. Assist young children in handling knives and forks and if necessary cut up their food.
- e. Encourage children to eat the meal provided and encourage them in avoidance of waste.
- f. Assist young children to choose a balanced meal.
- g. Supervise the orderly return of empties to a given point.
- h. Wipe down tables between sittings.
- i. Clean up after spillage of food, water or sickness in the dining area during the service of the meal.
- j. Undertake playground duty, supervising by circulating amongst children. This supervision should not be carried out by pairs of assistants.
- k. Supervise children in designated area, other than the playground, during wet weather.
- l. Attend to minor accidents and report to the Headteacher.
- m. Report to the Headteacher any untoward circumstances.
- n. To be aware of and comply with policies and procedures relating to safeguarding/child protection, health and safety, data protection and reporting all concerns to an appropriate person.
- o. Ensure that children do not leave the school without permission of the Headteacher.
- p. Assist the Headteacher as required in order to care for the safety and well-being of children.

### **Health and Safety:-**

All employees will ensure that they;

- Take care of their own safety and that of others.

- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

## **1. Key Working Relationships**

### **1.1. Internal**

Colleagues, pupils and parents from Sherwell Valley Primary School.

## **2. Other Duties**

To undertake additional duties as required, commensurate with the level of the job.

### **Other Information**

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) The School operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the School's buildings (including Torbay Council owned and Council leased buildings, enclosed spaces within the curtilage of buildings. Staff will not be released for a break that is specifically for smoking.
- c) The post-holder is expected to familiarise themselves with and adhere to all relevant School Policies and Procedures, which are relevant to the role.
- d) The post-holder must comply with the School's Health and Safety requirements.
- e) This post is based at the Sherwell Valley Primary School, Hawkins Avenue, Torquay.

Name.....Signed.....Date.....

Head Teacher:.....Date: .....