**Job Outline and Person Specification**

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| Position Title | Mealtime Assistant |
| Job term | Permanent part time |
| Location | Woodbury Salterton C o E Primary School |
| Reporting to | EHT/Head of Learning |
| Hours | 380 hours per annum/6 hours 25 minutes per week term time. |
| Work Pattern | Monday – Friday, 12.00pm – 1:15pm |
| Grade/Salary | Grade A - £9.00 per hour |
| Organisation | Woodbury Salterton C of E Primary School part of The Pebblebed Heath Federation |
| Effective date of JD | September 2019 |

This document outlines the duties required for the time being of this post entitled Mealtime Assistant to indicate the level of responsibility. It is not a comprehensive or exhaustive 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, for example, to cover the age and special needs of pupils and for those who eat packed lunches at school. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

SCHOOL MEALS

1. Ensure that children entering Dining Room have clean hands.

2. Encourage good table manners and orderly behaviour in Dining Room.

3. See that drinking water is provided and assist in pouring water for young children.

4. Assist young children in handling knives and forks, and if necessary cut up their food.

5. Encourage children to eat the meal provided and encourage them in avoidance of waste.

6. Assist children to choose a balanced meal.

7. Supervise the orderly return of empties to a given point.

8. Wipe down tables between, and at the end of, sittings as time permits.

9. Clean up after spillage of food, water or sickness in dining area during the service of the meal.

GENERAL

1. Undertake playground duty, supervising by circulating amongst children. This surveillance should not be carried out by pairs of Supervisory Assistants.

2. Encourage good behaviour by the effective use of the school’s Behaviour Policy.

3. Supervise children in designated area, other than playground, during wet weather.

4. Attend to minor accidents or take/send to first Aid point and report to Head of Learning.

5. Report to Class Teacher any untoward circumstances.

6. Assist Head of Learning as required in order to care for the safety and well-being of the children.

Person Specification

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| Category | Requirements | Essential/Desirable |
| Practical Skills | * Ability to supervise children. * Literate. * Numerate. | Essential  Essential  Desirable |
| Experience | * Some experience of working with children. * Some experience of working in a catering environment. | Desirable  Desirable |
| Communication | * Good communication skills. | Essential |
| Personal Qualities | * Able to work as part of a team. | Essential |

**Woodbury Salterton C of E Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

**The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).**