



**LEARNING**  
ACADEMIES TRUST

# MEALTIME ASSISTANT RECRUITMENT PACK

## POMPHLETT PRIMARY SCHOOL

**BELIEVE YOU CAN, TOGETHER WE WILL**

## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

**Together we will...** work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

**Aspiration    Excellence    Collaboration    Inclusivity    Kindness    Respect**



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...

Thank you for your interest in joining Learning Academies Trust. Whether you are at the beginning of your career or bringing years of experience, we are delighted that you are considering becoming part of our community.



At Learning Academies Trust we are committed to providing outstanding education that prioritises our children's needs. Our Trust is proudly made up of 18 primary schools, each united by a shared belief in the power of education to transform lives. Central to our mission is a deep and enduring commitment to improving the life chances of disadvantaged children, and this shapes our strategic decisions and every aspect of our culture. We know that when a child is given the right support, challenge and care, there is no limit to what they can achieve—and every member of staff plays a vital role in making this a reality.

Our values—**Collaboration, inclusivity, kindness, and respect**—are at the heart of who we are. They guide how we work with one another, how we engage with our children, families, and communities, and how we face challenges and opportunities together. These values are grounded in our shared sense of **purpose, ambition, and care**, driving us to strive for excellence while nurturing a culture where every individual is seen, heard, and supported.

As a Trust, we believe in investing in our people. When you join us, you join a team that celebrates professional growth, encourages innovation, and places strong relationships at the centre of its work. We want every colleague to feel valued and empowered to make a meaningful difference.

If you share our ambition and feel inspired by our mission, we look forward to welcoming you. Together, we can continue to create exceptional schools where all children—and all staff—can thrive.

Mrs Debbie Taylor

## A message from our CEO...

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.



If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

Mr Simon Spry

## About Pomphlett Primary School

Headteacher: Mrs Claire Makelis

Location: Howard Road, Plymstock, Plymouth, PL9 7ES

Approximate number of students: 400

Approximate number of staff: 65



## Message from the Headteacher

Pomphlett Primary is a very happy school with a warm and friendly family atmosphere, where dedicated staff, governors and parents provide a stimulating and challenging learning environment which helps our children to thrive.

We very much believe in the uniqueness of each individual, be they a child or an adult, and strive to create a learning community where everyone is respected and works in partnership with each other. Our aim is to provide an experience of school which is full of enjoyable and valuable memories that last a lifetime, whilst, at the same time, enabling each child to reach their full potential in their learning, basic skills and all-round development.

We welcome visitors to the school and recommend you come and experience all we have to offer and meet our outstanding team. We look forward to receiving your application.

Claire Makelis, Headteacher

## Mealtime Assistant Job Description

<b>Location</b>	Pomphlett Primary School
<b>Grade</b>	Grade B
<b>Terms of contract</b>	Temporary until 17 <sup>th</sup> July 2026
<b>Salary FTE</b>	£24,308
<b>Actual annual salary</b>	£3,576
<b>Hours/weeks</b>	6.25 hours per week, 38 weeks per annum
<b>Closing date</b>	19 <sup>th</sup> January 2026
<b>Proposed interview date</b>	TBC
<b>Anticipated start date</b>	Asap

## Job Summary

To promote positive behaviour and safe active play in the playground environment. To supervise the children in the dining hall, encouraging healthy eating, good table manners and good hygiene. To work as a part of the team to promote the school's ethos and values in the wider community.

### **Key Roles and Responsibilities**

- Ensure children line up and enter the Dining Hall in an orderly manner.
- Encourage good table manners and behaviour in Dining Room.
- Ensure drinking water is provided and assist in pouring water for young children.
- Encourage children to eat the meal provided.
- Supervise the orderly return of dinner plates/cutlery.
- Wipe down tables between sittings.
- Clean up spillage of food, water or sickness in dining areas during the dinnertime.
- Support children to dispose of litter.
- Undertake playground duty, supervising by circulating amongst children.
- Encourage positive play amongst the children, helping them to join in with the games and ensuring no one is left out.
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents and report to Senior staff.
- Report to Senior Staff any untoward instances or safeguarding concerns.
- Ensure that children do not leave the school without permission of the Senior Staff.
- Assist Senior Staff as required in order to care for the safety and well-being of students.
- Attend appropriate training, at the discretion of the school.
- Please note some lifting of tables/chairs will be required.
- To carry out other duties as directed by the Lead Mealtime Assistant or senior staff.

### **Additional Information**

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

## Person Specification

<b>Job Title</b>	Mealtime Assistant	
<b>Location</b>	Pomphlett Road Primary School	
<b>Grade</b>	Grade B	
Attributes	Essential	Desirable
<b>Education/ Qualifications</b>		Hold a qualification in first aid.
<b>Experience</b>	<p>Have experience of working alongside children, either as a job or through voluntary work.</p>	<p>Previously worked in a school environment.</p> <p>Have experience in delivering a variety of strategies to support behaviour management.</p>
<b>Skills/Knowledge/ Aptitude/</b>	<p>Be aware of confidentiality and safeguarding.</p> <p>Have a caring, calm and friendly manner.</p> <p>Be reliable, punctual and flexible.</p> <p>Show initiative and be resourceful.</p> <p>Be able to employ a variety of strategies to support behaviour management.</p> <p>Be willing to help care for sick children or injured children during the lunchtime period.</p>	
<b>Motivation</b>	Be willing to work as part of a team and turn for advice if needed	
<b>Physical</b>	Some lifting of dining room tables/chairs will be required.	

## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.