



# High Bickington C of E Academy Internal Advert

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**MTA**



# MTA

# Internal Advert



## Role Overview

**Job Title:** MTA

**Start Date:** 1st September 2026

**Salary:** £12.85 (Grade A)

**Hours Per Week:** 5 HPW (1 hour per day Monday to Friday)

**Status:** Permanent | Part Time

**Closing Date:** 12 Noon on Friday 26<sup>th</sup> June 2026

Are you friendly, reliable and enjoy working with children? High Bickington C of E Academy is looking for a Mealtime Assistant to join our supportive team. This is a fantastic opportunity to play an important role in the daily life of our school community, helping to create a safe and happy lunchtime experience for our pupils.

## Your Responsibilities

Working as part of a team managed by the Head of School, your role will include:

- **Supervision:** Supervising children during lunchtime to ensure a safe environment.
- **Support:** Assisting younger children with opening food packages and using cutlery.
- **Promoting Wellbeing:** Encouraging healthy eating, positive social interaction and a caring atmosphere.
- **Environment:** Ensuring the dining area remains clean and safe.
- **Behaviour:** Promoting good behaviour and positive playground/dining hall conduct.

## What We're Looking For

- A warm, approachable and patient personality.
- Reliability, punctuality and a genuine interest in supporting children.
- The ability to work effectively within a friendly staff team.
- A commitment to safeguarding and promoting the welfare of children.

The appointed person will work as part of a team of Mealtime Assistants managed by the Head of School. In-service training will be provided where appropriate.

## Why Join Us?

We offer a welcoming environment where teamwork and professional development are highly valued. In-service training is provided where appropriate. Additional benefits include:

- **Pension:** Membership of a generous pension scheme (TP/ LGPS)
- **Health & Wellbeing:** Access to Medigold Occupational Health who provide our employees with a range of free health and wellbeing benefits including access to Thrive; a mental wellbeing app and free seasonal flu vaccinations.
- **Work-Life Balance:** Wellbeing and Long Service days
- **Schemes:** Cycle to work scheme

For more information and to view the full details of this role, you can access the advert via our website at [www.teamacademytrust.com/vacancies](http://www.teamacademytrust.com/vacancies)

We actively welcome visits to our schools. Should you have any further questions or wish to arrange a visit, please contact Rob Norton Head of School, via [admin@high-bickington-primary.devon.sch.uk](mailto:admin@high-bickington-primary.devon.sch.uk)

## How to Apply

If you would like to contribute to a Trust committed to providing outstanding learning experiences for all pupils, please apply via mynewterm. To submit your application, you will be required to register as a candidate and complete the full application form on their platform, as we are strictly unable to accept CVs.

As this post is advertised on multiple platforms, we reserve the right to interview upon receipt of suitable applications; candidates are therefore encouraged to apply at their earliest opportunity.

TEAM Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. An Enhanced DBS check will be undertaken and references taken up before interview. All shortlisted candidates are subject to a pre-employment online search prior to interview.



# Person Specification

In your supporting statement and application form, please demonstrate how you meet the essential criteria for the role. All other criteria are considered desirable.

Attribute	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Basic Hygiene Procedures</li> <li>• Schools' policies relating to Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• An awareness of child Behaviour and Health &amp; Safety issues</li> </ul>
Abilities and Aptitudes	<ul style="list-style-type: none"> <li>• Ability to communicate and interact across a wide range of adults and pupils</li> <li>• Ability to follow written or verbal instructions.</li> <li>• Ability to work empathically with children</li> <li>• Ability and willingness to work cooperatively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• First aid certificate</li> </ul>

# MTA

# Job Description



## **Job Purpose:**

To supervise, guide and assist children during the midday break, so as to ensure the safety, general welfare and proper conduct of pupils during this period.

## **Responsible to:**

Head of School

## **Principle Duties:**

- To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting.
- To listen to pupils reading and sharing their own choice of book.
- To organise games and activities for the children during the mid-day break and promote purposeful activities.
- Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour. 5. Adhere to school policies to maintain a safe environment for pupils and other staff.

## **General Accountabilities**

- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted in the work areas for which the postholder is responsible and to maintain a safe working environment
- Work in compliance with the Codes of Conduct, Regulations and policies of the school, and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.



## **Part of TEAM** Multi-Academy Trust



### High Bickington C of E Academy Contact Information :



01769 560324



[www.high-bickington-primary.devon.sch.uk](http://www.high-bickington-primary.devon.sch.uk)



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