

Support Staff: Job Description and Person Specification

Position Title	Mealtime Assistant
Reporting to	Executive Principal
Hours	5 hours per week for 38 weeks per year
Grade/Point	A3

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

About the role:

- To serve lunches daily to the children
- To ensure that the lunchtime supervision of children is adequately covered.

School Meals

- To ensure that children entering Dining Room have clean hands.
- To encourage good table manners and orderly behaviour in Dining Room.
- To see that drinking water is provided and assist in pouring water for young children.
- To assist young children in handling knives and forks, and if necessary, cut up their food.
- To encourage children to eat the meal provided and encourage them in avoidance of waste.
- To assist young children to choose a balanced meal.
- To supervise the orderly return of empties to a given point.
- To wipe down tables between, and at the end of, sittings as time permits.
- To clean up after spillage of food, water or sickness in dining area during the service of the meal.

General

- To undertake playground duty, supervising by circulating amongst children. This surveillance should not be carried out by pairs of Supervisory Assistants.
- To encourage good behaviour by the effective use of the school's Behaviour Policy.
- To supervise children in designated area, other than playground, during wet weather.
- To attend to minor accidents or take/send to First Aid point and report to Headteacher.
- To report to Class Teacher any untoward circumstances.
- To ensure that children do not leave the school without permission of Headteacher.
- To assist Headteacher as required in order to care for the safety and well-being of children.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of those contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

Person Specification:

Attribute	Essential	Desirable
Experience		• Experience of working with children. • Experience of working in a catering environment.
Practical Skills & Personal Qualities	• Ability to supervise children. • Able to work as part of a team. • Flexible, trustworthy, reliable and punctual.	• GCSE grade C or equivalent in English & Maths.

Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....