

## SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

<b>Position Title</b>	Mealtime Assistant
<b>Reporting to</b>	Principal
<b>Hours</b>	7.5 hours per week for 38 weeks per year
<b>Grade/Point</b>	B 3

**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.**

### Job Purpose:

- To ensure that the lunchtime supervision of children is adequately covered

### Main Duties and Responsibilities:

#### 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.

## Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> <li>GCSE grade C or equivalent in English &amp; Maths.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Experience of working in a catering environment</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to communicate effectively</li> <li>Ability to Supervise children</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Calm under pressure with a flexible and adaptive and highly professional approach to their work</li> <li>Reliable and trustworthy</li> <li>Embodies the Trust's vision and values</li> <li>"Can do" attitude</li> <li>Friendly persona</li> <li>Awareness to and commitment to equality</li> <li>Displays understanding &amp; commitment to the protection and safeguarding of children and young people</li> <li>Flexible, trustworthy, reliable and punctual</li> </ul>	

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.....