



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Meal Time Assistant
Location:	Across the Trust (based at Ermington Primary currently)
Grade/salary:	Grade A1 £12.26 PER HOUR
Hours:	5 Hours per week 38 weeks per annum
Reports to:	Head Teacher
Responsible for:	N/A
Key relationships:	Teachers, Deputy and Head Teacher and Support Staff

Job Purpose

The Meal Time Assistant supports the effective operation of the trust and works to uphold and promote its vision and values.

- Ensure that children entering the Dining Room have clean hands.
- Encourage good table manners and orderly behaviour in the Dining Room.
- See that drinking water is provided and assist in pouring water for young children.
- Assist young children in handling knives and forks.
- Encourage children to eat the meal provided and encourage them in avoidance of waste.
- Assist young children to choose a balanced meal.
- Supervise the orderly return of empties to a given point.
- Wipe down tables and chairs between sittings.
- Clean up after spillage of food, water or sickness in the Dining Area during the service of the meal using appropriate equipment.
- Assist children with their packed lunches as necessary.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Assist with the setting up and clearing away of the dining hall.
3. Uphold the positive behaviour and discipline policy that we have in this school.
4. Undertake playground duty, supervising by circulating amongst the children. (This surveillance should not be carried out by pairs of Meal Time Assistants).
5. Supervise children in the designated area, other than playground, during wet weather.
6. Attend to minor accidents and report to the Headteacher or First Aid worker at the same time entering details of the accident in the appropriate book.
7. Report to the Headteacher if there are any untoward circumstances.
8. Ensure that children do not leave the school without the permission of the Headteacher.

9. Assist the Headteacher as required caring for the safety and well-being of the children.
10. Report back to the children and teacher of the class for which you are responsible at the end of each lunch time retaining the positive agenda of the behaviour policy.
11. Undertake any training that will enhance your skills or knowledge, deemed necessary for the highest quality supervision of the children including child protection. A minimum of 1 training session per annum.
12. Maintain confidentiality at all times.
13. Liaise closely with the Deputy Headteacher and the class teacher
14. To attend courses and read documentation pertinent to understanding the skills required for this post.
15. To undertake Performance management.
16. To attend team meetings and training (specifically annual safeguarding training) as directed by the Headteacher.
17. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
18. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
19. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
20. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	X		X
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	X		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	X		X
Integrity:			
Acting always in the interests of children and young people,	X		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	X		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	X		X
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	X		X
QUALIFICATIONS:			
EXPERIENCE:			
KNOWLEDGE, SKILLS AND ABILITIES:			
FURTHER REQUIREMENTS:			