



## **WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION**

<b>Job Title:</b>	Meal Time Assistant
<b>Location:</b>	Across the Trust (based at Sherford Vale School and Nursery currently)
<b>Grade/salary:</b>	Devon Scale – Grade B £2801 Pro Rata (£24796 FTE)
<b>Hours:</b>	5 hours per week, 38 weeks per year, 12:00-1:00pm Mon-Fri
<b>Reports to:</b>	Headteacher
<b>Key relationships:</b>	Teachers, Teaching assistants, Kitchen staff

### **Job Purpose**

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

The main purpose of the job is to assist serving lunches and provide lunchtime play supervision.

### **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. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
3. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
4. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
5. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

### **Main Duties & Responsibilities:**

- Help to seat children and setting out cutlery.
- Encourage good table manners and orderly behaviour in the Dining Hall and walking through the school.
- Help the children with their drinks.
- Help the children to handle cutlery and, if necessary, cut up their food.
- Encourage children to eat the meal provided and not to make a mess.
- Clear up any obvious food on the floor.
- To support the kitchen catering staff in cleaning tables, if required.
- Clean up after spillage of drinks.
- Help a child feeling unwell or sick.

**Lunchtime Play Supervision:**

- Undertake playground duty supervising by circulating amongst the children.
- Actively supporting with behaviour following agreed policy, and supervising play and games and encouraging team work.
- Supervise children inside on a wet day.
- Help children with accidents and provide basic first aid.
- Report any problems to teaching staff.
- Assist the teaching staff to care for the safety and wellbeing of the children.
- Make sure the children do not go outside the school gates.
- Make sure the children do not go into the school building without asking.
- Set up playtime equipment and ensure that it is tidied away.

**Demands:**

- There is a requirement for the post holder to walk/stand throughout the entire lunchtime period and to lift and move dining room furniture within the dining hall. The post holder is also required to wipe down tables between sittings and clean up any spillages or bodily fluids during the service of meals.
- The post holder will be required to be alert to the actions of the children, for short periods of time, both in the dining hall and in the playground.

**We are looking for:**

- A good communicator and listener.
- Someone who has a caring nature and is empathetic and patient.
- A good team player with good self-awareness and who can act on their own initiative.
- A positive attitude with great enthusiasm.
- To be hardworking and flexible.

*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)
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
<b>QUALIFICATIONS:</b>			
Requirement to participate in training/development as/when identified by the line manager as essential for the post	E	X	X
Willingness to participate in other development and training opportunities	E	X	X
<b>EXPERIENCE:</b>			
Working with or caring for children of relevant age, working in a school setting	E	X	X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Ability to relate well to children and adults	E	X	X
Ability to work constructively as part of a team, to understand the classroom roles and responsibilities and to understand own position within these	E	X	X
Paediatric First Aid	D	X	