

Appledore School

Job Description



Position Title	Mealtime Assistant
Location	Appledore School
Reporting to	School Business Manager
Grade	Grade A (£9.25 per hour), 6.25 hours per week 12pm-1.15pm Monday to Friday, 38 weeks per annum (term time)
Effective date	(on appointment into post)

The main purpose of the job is to:

Oversee supervision of children at lunch times.

Main duties and responsibilities:

School Meals:

- Set up Dining Hall before children eat
- Ensure children line up and enter the Dining Hall appropriately
- Encourage good table manners and appropriate behaviour in Dining Room.
- Encourage children to eat the meal provided and encourage them in avoidance of waste.
- Encourage children to eat the meal provided, without forcing anyone to eat if they are full, and support eating when necessary
- Supervise the orderly return of empties to a given point.
- Wipe down tables between sittings.
- Clean up after spillage of food, water or sickness in dining areas during the service of the meal.
- Assist in maintaining a litter free environment.
- Ensure that the hall is clear and floor is free from food ready for afternoon lessons
- Follow the School Behaviour Policy
- Work under the direction of the school cook

Playground

- Undertake playground duty, supervising by circulating amongst children and engaging them in conversation.
- Organise and engage children in games and play.
- Supervise children in designated areas, other than the playground, during wet play.
- Attend to minor accidents and follow the school protocol
- Report to the Head teacher or Deputy any untoward circumstances.
- Ensure that children do not leave the school site without the permission
- To attend training courses (eg first aid, safeguarding) as required that may fall outside typical working hours.
- Follow the school Behaviour Policy

Professional values:

- Commitment to adopt, adhere and work within the school's policies and procedures and help identify, minimise and eliminate any Health and Safety issues in the workplace.
- Value diversity and promote equal opportunities.
- Ensure that all information in relation to the school is treated with discretion and strict confidentiality at all times
- Demonstrate a high level of courtesy and care at all times
- Commitment to the safeguarding and welfare of children at all times