Riviera Education Trust

Mealtime Assistant
Job Description

JOB TITLE: Mealtime Assistant

RESPONSIBLE TO: Lunchtime Lead

GRADE: A3

The following is an outline of the range of duties that can be expected of a Mealtime Assistant. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the children or school, which do not change the general character of the job or level of responsibility.

Key Purpose of the role:

- Undertaking playground duty; supervising by circulating amongst the children
- Assisting children in the Dining Hall
- Supervising children in designated areas other than the playground during wet weather
- Attending to minor accidents and reporting to the Head
- Reporting to Head any unusual or concerning circumstances to the Head (or relevant member of SLT)
- Ensuring that children do not leave the school without the permission of the Head
- Assisting Head as required to care for the safety and well-being of children

Specific Responsibilities:

- Ensure that children entering the Dining Hall have clean hands
- Encourage good table manners and orderly behaviour in the Dining Hall
- See that drinking water is provided and assist in pouring water for young children
- Assist young children in handling knives and forks and, if necessary, cut up their food
- Encourage children to eat the meal provided and encourage them to avoid waste
- Assist young children in choosing a balanced meal
- 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 the dining area during the service of the meal

Professional Values

- Willingness to participate in Performance Management and Professional Development, including attendance at relevant staff development (internally and externally) and apply the knowledge
- Commitment to adopt, adhere and work within Trust 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 Trust 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
- Recognises the value and benefits of team working

General

- Support the values and vision of the School and the Trust.
- Support the School and the Trust in its drive to raise standards for all pupils.
- Support the enhancement and operation of the learning environment of the School