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**JOB DESCRIPTION**

**POST TITLE:** Mealtime Assistant

**REPORTING TO:** Mealtime Assistant Supervisor

**SALARY GRADE RANGE:** National Minimum Wage per house plus holiday allowance

**Main purpose**

**The mealtime assistant will:**

* Support the dining service provided to children within the Trust during each lunch time.

**Duties and responsibilities**

**Dining Service**

* To encourage good table manners and orderly behaviour in the dining room.
* Ensure drinking water is provided and assist in the pouring of 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 in avoidance of waste.
* 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 area during the service of the meal.
* Help with the setting up, cleaning, and packing up of the dining hall equipment.

**Whole-school organisation, strategy, and development**

* Support the dining service to ensure an efficient service and to support the ethos to provide a ‘whole family’ dining experience for the children.

**Health, safety, and discipline**

* Promote the safety and wellbeing of pupils and staff and report any concerns to the appropriate person.
* Be aware of and ensure good hygiene practices and high standards of:
	+ Personal Hygiene
	+ Kitchen Hygiene
	+ Cleanliness of equipment and premises.

**Professional development**

* Take part in the school’s appraisal procedures.
* Take part in further training and development to improve own professional development and personal effectiveness.

**Communication**

* Communicate effectively with other staff members and children, as necessary.

**Working with colleagues and other relevant professionals**

* Develop effective relationships with the catering and dining staff.

**Personal and professional conduct**

* Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
* Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality.
* Demonstrate positive attitudes, values, and behaviours to develop and sustain effective relationships with the school community.
* Respect individual differences and cultural diversity.

**Management of staff and resources**

* Use resources in an effective and efficient way ensuring they are maintained to a high standard and looked after responsibly.

Other information

* Hours and times of work may be varied at any time in accordance with pupil numbers to meet the needs of the school.
* On occasions, you may be required to work overtime.

Please note that this job description is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or your line manager.

The post requires you to safeguard and promote the welfare of children in the age range 2 to 11 years as consistent with the ages of students attending this Academy Trust and follow school policies and the staff code of conduct. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change. It may be amended at any time after consultation with you.

Person specification

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| Criteria | Qualities |
| **Qualifications and experience** | * Should have experience of supervising children or having worked with children in a voluntary or paid basis
* Current First Aid qualification is desirable
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| **Skills and knowledge** | * Be able to manage children’s behaviour
* Be able to talk children and adults in a clear and calm manner
* Show initiative, but also work as part of a group or on their own
* Encourage high standards of pupil behaviour at all times
* Respect confidential information
* Initiate games and activities appropriate to the age of the children
* Understand appropriate training as required
* Identify and pass on any behaviour causing concern to teaching staff
* This role can be physically demanding requiring standing, the carrying of dishes and setting up of tables
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| **Personal qualities**  | * Enjoyment of working within a busy and demanding dining hall. Remaining calm under pressure
* Able to communicate well with staff and children
* Well organised, creative, and resourceful
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**SIGNED:** ............. ................................................................

Jonathan Bishop, Executive Headteacher

**SIGNED:** ...............................................................................

XXXX, Meatime Assistant

**DATED:** ………………………………………………