



MEAL TIME ASSISTANT

We are a friendly, polite, welcoming and popular primary school with high expectations of ourselves and each other. We are proud of our inclusive ethos and the individual care we provide for all of our children.

We are currently able to offer the post of Temporary Part-Time Meal Time Assistant.

Hours of Work: 7.5 per week (12pm-1.30pm Monday to Friday - term-time only)

We are seeking to appoint a dedicated person who will be able to work closely with the school staff in order to assist in supervising our children during lunchtime.

Key responsibilities: Mealtime Assistant:

This is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed, for example, to cover the age and special needs of pupils and for those who eat packed lunches at school.

School Meals

- Ensure that pupils enter the hall in a quiet and calm manner.
- Supervise pupils as they wait to select their meal.
- Encourage good table manners and orderly behaviour in hall and on playground.
- See that drinking water is provided and discourage waste.
- Supervise the orderly return of empties to a given point.
- Wipe down tables between sittings - COVID protocol to be applied before and after children use the hall
- Clean up after spillage of food or water in hall during the service of the meal
- Supervise pupils eating packed lunches in the School Hall and or on playgrounds

General

- Supervise pupils in the playground, classrooms and corridors
- Attend to minor accidents, refer to a First Aider if necessary and report to Play Leader
- Report to Senior Leader any untoward circumstances
- Assist Senior Management Team as required in order to care for the safety and well-being of children.

The ideal candidate will have:

Excellent interpersonal skills, interaction, team work, personal hygiene and organisation will be desirable for this role.

To apply, you will be:

- A reliable, committed and enthusiastic individual who enjoys and cares about working with children and adults
- Able to manage set tasks independently
- Flexible
- Willing to be a team player in our friendly and supportive school
- Willing to contribute to the wider school community
- Knowledgeable about keeping children safe

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

A DBS disclosure is required for this post.

This post is exempt from the Rehabilitation of Offenders Act 1974.

For more information or to request an application form please telephone 01271343002 or email

admin@bishopstawton-primary.org alternatively you can visit our [website](#).

This position could be combined with the School Maintenance person vacancy.

Closing Date 10th December 2021, Interview date to be confirmed.