



# The Federation of **Stoke Hill Schools**

## **JOB DESCRIPTION**

<b>Position Title</b>	<b>MEALTIME ASSISTANT</b>
<b>Location</b>	<b>STOKE HILL FEDERATION</b>
<b>Reporting to</b>	<b>FEDERATION BUSINESS MANAGER</b>
<b>Grade</b>	<b>A</b>

### **Job Purpose including main duties and responsibilities:**

This document outlines the duties required for the time being of this post entitled Mealtime Assistant to indicate the level of responsibility. It 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.

### **School Meals:**

1. Set up the dining hall.
2. Encourage good table manners and orderly behaviour in the dining hall.
3. Assist young children in handling knives and forks and if necessary, cut up their food.
4. Encourage children to eat the meal provided and encourage them in avoidance of waste.
5. Supervise the orderly return of trays, etc.
6. Wipe down tables between sittings.
7. Clean up after spillage of food, water, or sickness in dining area during the service of the meal.
8. Fold down furniture when lunch session finished.
9. Sweep up floor in the hall and dining area and empty bins.

### **General**

10. Undertake playground duty, supervising by circulating amongst children. This supervision should not be carried out by pairs of assistants.
11. Supervise children in designated area, other than playground, during wet weather.
12. Undertake first aid training.
13. Provide first aid where necessary.
14. Report to Line Manager any untoward circumstances.
15. Ensure that children do not leave the school without permission of Headteacher.
16. Assist Headteacher as required in order to care for the safety and well-being of children.
17. Assist with general kitchen duties if required.
18. To assist in the provision of catering in a civil emergency if required by the Headteacher or Local Authority.
19. Any other duties appropriate to the grade.



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## Person Specification (Mealtime Assistant)

We are looking for someone who is:

Attribute	Criteria	Essential	Desirable	Assesses
Personal Qualities	A co-adventurer with a warm personality	✓		
	Is calm and empathetic	✓		
Teamwork and Communication	High level of communication skills	✓		
	Teamwork and flexibility	✓		
	Can attune to emotional needs	✓		
Technology	Good level of competence with e-mail and mixed media (picture/media files)		✓	
Skills	Be a good communicator and have an excellent understanding of both verbal and written English Language	✓		
	Positive behaviour management skills	✓		
	Ability to provide intimate care		✓	
	Work flexibly across the school to support children with medical needs	✓		
	Ability to conduct medical care/follow an Individual Health Care Plan, e.g., diabetes		✓	
	Has experience of supporting a child with additional needs		✓	
	Record keeping	✓		
	A love of the outdoors	✓		
Education and Training	First Aid qualification		✓	



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	Moving and Handling Training		✓	
Safeguarding	A commitment to safe practice and relevant training	✓		
	Enhanced DBS Disclosure		✓	
Equal Opportunities	A commitment to inclusion	✓		
	Aware and committed to anti discriminatory practice	✓		