



**Location** – Stoke Hill Infant & Nursery School

**Salary** – £12.65 per hour (pay award pending)

**Job Type:** Part Time – Term Time

**Contract Type:** Permanent

**Start date** – As soon as possible

**Closing Date** – 7<sup>th</sup> September 2026

Stoke Hill Federation is a thriving, popular and busy Federation that operates across two schools, our Infant School and our Junior School. We are an inclusive employer and welcome applications from minority groups and those with protected characteristics

Stoke Hill Infant & Nursery and Stoke Hill are looking to appoint a Mealtime Assistant to work to monitor and ensure the safety and good behaviour of children during the lunchtime period

Working hours are 6.25 per week, Monday to Friday 11.45am to 1.00pm. 38 weeks per year (term- time only).

The successful candidate will:

- Be able to build a strong, appropriate rapport with children
- Demonstrate the aptitude to work as part of a successful team
- Have effective communication skill;
- Be able to support children in their play, while maintaining the children's safety and following the school's - behaviour guidelines
- Be able to demonstrate good food hygiene practices and follow the school health and safety policies
- Undertake lunch-time play duty, supervising by interaction and inclusion.
- Be involved in setting up hall, closing down and cleaning.

Benefits include

- Local Government Pension Scheme
- Cycle to Work Scheme
- Employee Assistance Programme
- Commitment to personal development and CPD through a supportive induction process

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. Please refer to our safeguarding and child protection policy on our federation website.

Shortlisted candidates will be expected to complete a disclosure form.

This role requires an enhanced DBS disclosure. Please note it is our process to apply for references for shortlisted applicants and to complete online searches in line with Keeping Children Safe in Education guidance. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English. Please note it is our process to apply for references for shortlisted applicants and to complete online searches in line with Keeping Children Safe in Education guidance.

Please email your completed application to the Federation Business Manager, Lorraine Edwards [lorraine.edwards@stokehill.devon.sch.uk](mailto:lorraine.edwards@stokehill.devon.sch.uk) by midday on the closing date, Monday 7<sup>th</sup> September 2026.