



The Federation of **Stoke Hill Schools**

JOB DESCRIPTION

Position Title	MEALTIME ASSISTANT
Location	STOKE HILL FEDERATION
Reporting to	FEDERATION BUSINESS MANAGER
Grade	A

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.

Dining Hall

- Set up the dining hall
- Encourage good table manners and respectful behaviour in the dining hall
- 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 trays, etc
- Wipe down tables between sittings
- Clean up after spillage of food, water, or sickness in dining area during the service of the meal.
- Fold down furniture at the end of the lunch session
- Sweep the floor in the hall and dining area and empty bins.

Play Area

- Set up and clear away play activities
- Encourage play activities
- Supervise pupils, ensuring their safety both in the playground and designated area, other than playground, during wet weather.
- Provide first aid where necessary, attending to minor accidents and follow reporting procedures
- Attend training, including annual safeguarding training
- Attend to the care of younger pupils with toileting accidents etc
- Ensure good behaviour, dealing with issues where possible, or requesting assistance if needed
- Report any unresolved behaviour to the appropriate person

General

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list.