

Beaford Community Primary & Nursery School

Job Description – Mealtime Assistant



General Information

Responsible to: Headteacher

The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

This job description is not an exhaustive list of duties and may be amended at anytime, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.

Duties - General

- To be responsible for the health, safety and wellbeing of pupils during lunchtime.
- Supervise children in designated area, other than playground, during wet weather.
- Comply with policies and procedures relating to Child Protection, Confidentiality, Health and Safety and Data Protection.
- Organise equipment as necessary.
- Follow the schools behaviour for learning policy and Playtime Procedures.
- Undertake playground duty, supervising by circulating amongst children.
- Attend to minor accidents and record any accidents in the accident book.
- Ensure children are cared for and safe
- To be responsible for co-ordinating play for pupils as directed.

Hot Meals and Packed Lunches

- Ensure that children entering Dining Room have clean hands.
- Encourage good table manners
- See that drinking water is provided and assist in pouring 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.
- Wipe down tables between sittings.
- Clean up spillage of food and water in dining area during the service of the meal.
- Clear away tables and chairs, sweep floor

Health & Safety

- Responsible for your own health and safety, that of your colleagues and members of the public who may be affected by your work activities.