JOB DESCRIPTION

Name:

Post: Hall/Mealtime Supervisor

Responsible to: Business Manager/Assistant
                          Headteachers/Deputy
                          Headteacher/Headteacher

Hours of Work   11.45am to 1.30pm Mon to Fri
                          38 weeks per annum

Grade of Post: C (Point 3)

This job description outlines the duties required for the 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 level of responsibility entailed.

SCHOOL MEALS
- To ensure that children entering the dining area have clean hands.
- To encourage good table manners and orderly behaviour in the dining area.
- To see that drinking water is provided and assist in pouring drinks for the younger children.
- Assist young children in handling knives and forks and if necessary cutting up food for them.
- Build relationships with anxious eaters and set challenges to them when appropriate.
- To have awareness of children with allergies/intolerances.
- To seat children with allergies/intolerances appropriately.
- Encourage children to eat the food provided and encourage them to avoid waste.
- Supervise the orderly return of crockery and cutlery to a given point.
- To maintain good levels of hygiene in the hall at all times by sweeping, wiping down tables and seats between sittings, clearing away plates etc
- Clean up after spillage of water, food or sickness in the dining area.
- At the end of mealtime ensure the hall floor is swept and clean, and tables/seats are wiped down and safely stored away in readiness for the next day

GENERAL

- If required to undertake playground duty by circulating amongst the children.
- If required to supervise and organise children in zoned areas for games as necessary.
- To attend to minor accidents and record such accidents in the Accident Report Book.
- To report all accidents (especially those with Head injuries) to the First Aider or Headteacher.
- To report any untoward incidents to the Class Teacher, Deputy Headteacher or Headteacher, ensuring confidentiality at all times.
- To administer the School's Behaviour Policy fairly.
- To ensure that the children do not leave the premises.
- If required to encourage the orderly evacuation of the children from the playground.
- To be flexible to meet the needs of the school.
- To assist the Headteacher in caring for safety and well-being of the children.
- To attend meetings from time to time with the Headteacher, Deputy and Business Manager.
- To attend training relevant to the job.
- If required to interact with individual and groups of children on the playground to promote positive playtimes.
- If required to provide constructive play ideas for the children.
- To be punctual and reliable, maintaining staff ratios.

Safeguarding

- Everyone who works at St. Margaret's Academy has the responsibility for promoting the safeguarding and welfare of children.
- To conduct risk assessments at venues as and when required.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures for Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Designated Child Protection Officer or Headteacher.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out risk assessments in consultation with the teaching staff prior to activities.
- To promote learning opportunities that raise pupil awareness of how to keep safe.

IMPORTANT

- Children should be treated fairly and with respect at all times.
- It is important that you do not accept behaviour which is disrespectful to you.
- Effective discipline is not achieved by shouting but being proactive and handling situations in a calm manner.
- You are encouraged to maintain a basic first aid ability.
- Be aware of any safeguarding and make referrals to the Designated Safeguarding Lead (Nicole Turner) as appropriate.

Signed…………………………………………………………………………..(Employee)

Signed …………………………………………………………………………(Headteacher)

Date ………………………………………….