



South Molton Community Primary School

Job Description

Meal Time Assistant

TITLE Meal Time Assistant

LINE MANAGER Headteacher

GRADE A

Job Purpose including main duties and responsibilities:

To ensure that children are supervised during the lunchtime break in the hall whilst eating and outside in the playground. To lead games that encourage physical activity, raise self esteem and confidence in children.

Main duties and responsibilities:

- Ensure that children entering the dining hall have clean hands.
- Encourage good table manners and orderly behaviour in the dining hall.
- 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.
- Supervise the orderly return of empties to a given point.
- Wipe down tables between sittings.
- Clean up after spillage of food, water or sickness in the dining area during the service of the meal
- Monitor pupils in the toilets and ensure toilet facilities are clean at the end of the lunchtime.
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- Undertake playground duty, supervising by circulating amongst children.
- Supervise children in designated areas, other than the playground, during wet weather.
- Attend to minor accidents and report to the Headteacher.
- Report to the Headteacher any untoward circumstances.
- Ensure that children do not leave the school without permission of the Headteacher.



- Assist Headteacher as required in order to care for the safety and well-being of children.

Date:

Signatures:

Manager.....

Postholder.....