

Mealtime Assistant



Job title: Mealtime Assistant (MTA)

Salary: NJC Grade A 7.5 hours/week at 38 weeks a year

Contract type: Permanent

Reporting to: MTA Supervisor

Responsible for: Working as part of the lunchtime supervision team

Duties and responsibilities

School meals

- Ensure that children entering the hall have clean hands.
- Encourage good table manners and orderly behaviour in the 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.
- Assist young children to choose a balanced meal.
- Assist in the serving of puddings.
- 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 dining area during the service of the meal.

General

- Undertake playground duty, supervising by circulating amongst children, in accordance with a rota set by the MTA supervisor.
- Supervise children in designated areas, other than playground, and during wet weather.
- Attend to minor accidents and report to First aider in school.
- Report to Headteacher any untoward circumstances
- Ensure that children do not leave the school without permission of Headteacher.
- Assist Headteacher as required in order to care for the safety and well-being of children.
- Ensure all safeguarding procedures are followed
- Support the behaviour policy and report all incidents through the schools' existing procedures.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

To model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	