

Job Outline and Person Specification

Position Title	Meal Time Assistant
Location	South Tawton Primary School
Reporting to	Head of School
Hours	190 hours per annum (5 hours per week, term time or various hours within these times)
Work Pattern	12:30 – 13:30 Monday to Friday during term time
Grade / Salary	Grade A / £1940 p.a.
Organisation	The Dartmoor Multi Academy Trust
Effective date of JD	September 2020

There are 16 schools within The Dartmoor Multi Academy Trust. The schools in The Dartmoor Multi Academy Trust are Okehampton College, Tavistock College, Holsworthy Community College, Boasley Cross, Bridestowe, Exbourne Church of England, Highampton, Lydford, Northlew and Parochial Church of England, North Tawton Community, Chagford Church of England, Bradford, Bridgerule, Black Torrington and Okehampton Primary Schools.

Your main place of work will be South Tawton Primary School but you may be required to work across all the schools within The Dartmoor Multi-Academy Trust at any time as directed by the Trust Executive Team.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose

The main purpose of the job is to assist serving lunches and provide lunchtime play supervision.

Main Responsibilities

Lunch Service

- Help to seat children and setting out cutlery.
- Encourage good table manners and orderly behaviour in the Dining Hall.
- Help the children with their drinks.
- Help the children to handle cutlery and, if necessary, cut up their food.
- Encourage children to eat the meal provided and not to make a mess.
- Clear up any obvious food on the floor.
- To support the kitchen catering staff in cleaning tables, if required.
- Clean up after spillage of drinks.
- Help a child feeling unwell or sick.

Lunchtime Play Supervision

- Undertake playground duty supervising by circulating amongst the children.
- Actively supporting with behaviour, actively supervising play and games and encouraging team work.
- Supervise children inside on a wet day.
- Help children with accidents and take them to First Aiders.
- Report any problems to teaching staff.
- Assist the teaching staff to care for the safety and wellbeing of the children.
- Make sure the children do not go outside the school gates.
- Make sure the children do not go into the school building without asking.
- Set up playtime equipment and ensure that it is tidied away.

Data Protection / General Data Protection Regulations (GDPR)

The Privacy Notice sets out our general principles in relation to Data Protection and the General Data Protection Regulations.

You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data you see prior to your first day of employment (for example, pupil lists for the purposes of lesson planning or other activities to support teaching and learning). This reflects the custom and practice of teachers' contracts of employment starting on the first day of term while recognising the need to be aware of and plan to support pupil needs.

PERSON SPECIFICATION

Category	Essential	Desirable
Knowledge and abilities	<ul style="list-style-type: none"> • Basic knowledge of food hygiene, handling and storage requirements • Good communication and interpersonal skills. • Honesty. • Team player. • Good standard of personal hygiene. • Ability to manage time. 	<ul style="list-style-type: none"> • Food Hygiene Certificate

Skills and Experience	<ul style="list-style-type: none"> • Positive disposition. • Flexible attitude and enjoys working with children. • Ability to encourage children to behave well and with respect of others. • Calm approach to problems and swift to seek help when needed 	<ul style="list-style-type: none"> • Evidence of experience in taking responsibility for children. • Evidence of involvement of working in a school setting
Education and Training	<ul style="list-style-type: none"> • Good standard of education to GCSE of equivalent. 	
Equal Opportunities	<ul style="list-style-type: none"> • The Dartmoor Multi Academy Trust is an equal opportunities employer 	

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).