

JOB DESCRIPTION

Position Title	Meal Time Assistant
Location	Pathfield School
Grade	B
Directorate/Section/School	Pathfield School

The following is an outline of the range of duties that can be expected of Mealtime Assistants. It is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and the pupils, which do not change the general character of the job or the level of responsibility entailed. Mealtime Assistants will be required to work in any area of the school at the discretion of the Head Teacher. Pupils may be given their meals in several different areas of the school, most eat in the school hall which is used as a dining room during mealtimes, however nursery/infant pupils will normally eat in their classroom and PMLD pupils in one of the special care classes. From time to time the Head Teacher may designate other areas to be used.

GENERAL DUTIES

1. Ensure that pupils using the dining room have clean hands.
2. Encourage good table manners and orderly behaviour in the dining room.
3. Assist pupils in handling knives and forks, and if necessary cut up their food
4. Encourage pupils to eat the meal provided and encourage them in the avoidance of waste.
5. Advise the supervising teacher of any pupil failing to eat their meal.
6. Supervise the orderly return of empties to the kitchen counter.
7. Where there are multiple sittings wipe down tables between sittings.
8. Clean up after spillage of food, water or sickness in the dining area during the service of the meal.
9. Undertake playground duty, supervising by circulating amongst pupils. Pairs of Mealtime Assistants should not carry out this surveillance.
10. Supervise pupils in other areas for example during lunchtime club activities, wet weather etc.
11. Assist in the treatment of minor accidents and ensure that they are brought to the attention of the Head Teacher or Teacher on Duty and appropriately recorded.
12. Report any untoward circumstances or incidents to the Head Teacher or Teacher on Duty.
13. Ensure that pupils do not leave the school without permission of the Head Teacher.
14. Assist the Head Teacher as required in order to care for the safety and well being of pupils.
15. Have due regard to the safety and security of the school, its staff and pupils by:
 - Keeping confidential any access codes, which are given to them and securing all external doors and gates as directed.
 - Reporting any strangers in or in very close proximity to the school to the school office (bona fide visitors will always be accompanied by a member of staff, and/or be wearing a proper visitors pass).
 - Making themselves familiar with the procedures in the event of fire or other emergency and the means of raising an alarm.

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ADDITIONAL DUTIES

In addition to the foregoing Mealtime Assistants working within a school such as Pathfield are expected to be flexible and may be called upon to carry out the following additional duties:

1. Participating in training programmes (where this requires additional hours of work these will be paid for and agreed with the member staff).
2. Assisting in ensuring pupils are clean before and after meals and assisting in toilet routines.
3. Feeding those pupils unable to do so themselves, and where necessary preparing the food for their consumption e.g. liquidising.
4. Moving and lifting pupils with physical disabilities.