



Job Description

	Post Held: Mealtime Assistant/Catering Assistant – Cover Role	Term: Permanent
Grade: A	Hours: 18 hours 30mins pw x 38 weeks	Responsible to: Business Manager

Weekly pattern:

Monday-Tuesday - 9.45am-14.00pm Wednesday-Friday 11.00am – 14.00pm

Job Purpose

To ensure the safety, general welfare and conduct of pupils during the break period. Assistance to other lunchtime staff with basic cleaning and general duties in and around dining areas. Supervision of pupils in the playground (and classrooms during wet playtimes) and during transitions around the school and undertaking play activities with the children.

Duties and responsibilities

School Meals:

1. Work with other Mealtime Assistants to ensure the efficient provision of school meals to our pupils.
2. Ensure the hall is laid out with tables and chairs and that they are put away efficiently and in time for afternoon lessons.
3. Ensure that all implements, crockery, utensils are cleaned/sterile/stored and ready for use.
4. To work with the Kitchen Team to ensure the safety, hygiene and cleaning of the areas of work, serving hatch area and tables are maintained.
5. Encourage healthy choices at the food counter.
6. Encourage the children to eat the meal provided and support them in the avoidance of waste.
7. Maintain a clean hall floor during lunch service and ensure that the floor is clear ready for afternoon lessons.
8. Attend to spillages.
9. Assist in kitchen preparations – food prep, dishes, cleaning.

Playgrounds

1. Supervise and support pupils in the playground, circulating amongst them.
2. Help organise games and activities and play with the children.
3. To model play and interaction with others during lunchtime to help children to behave well.
4. Ensure the smooth running of playground arrangements by anticipating and dealing with problems.

Other Responsibilities:

1. To form positive relationships with pupils.
2. Interact with children and show 'deliberate botheredness' (that you are interested in them, care about and want to support them).
3. Care for the safety and well-being of the children.
4. Follow the school's Relationships Policy.

5. Adhere to school's safeguarding policy.
6. To take immediate action in respect of sickness or accidents by carrying out minor first aid, as required, and recording incidents accordingly.
7. To attend staff meetings and professional development training when required.
8. Any other reasonable duties as directed by the School Business Manager & other members of the Leadership Team.
9. To liaise with Class Teachers about lunchtime issues, incidents and pupil needs.
10. Report to the School Business Manager any untoward circumstances.

Signed	
Name Printed	
Date	