

Great Torrington School



Post: Mealtime Assistant

Grade: JE Scale A3 **Salary:** £25,614.00 per annum, £13.28 per hour

Hours: 1.5 hours per day, Term time only
12.40pm to 2:10pm Mon-Fri (*subject to change*)

The post holder will be finally responsible to the Headteacher, but will in the first instance be responsible to:

1. Site Manager

Appraisal review and staff development is the responsibility of the Site Manager

Principle Duties

To provide a monitoring, and cleaning service, to ensure pupils can access food provisions efficiently and are kept safe during lunchtime.

- Monitor and supervise pupils within the designated areas, as required.
- Supervising the orderly return of empties to a given point.
- Wiping down tables between sittings
- Cleaning up after spillage of food, water or sickness in dining area during the lunch break.
- At the end of the lunchtime cleaning down tables, folding and putting tables back. Sweep the floor and stage area.
- Undertake duty within the School building and/or outside, supervising by circulating amongst the pupils. Monitoring / Supervising behaviour as required
- Report minor accidents to First Aider as appropriate.
- Report any untoward behaviour / concerns to Duty Staff as appropriate.
- Ensuring pupils do not leave the school grounds without permission (unless a lunch pass has been issued).
- Assisting other staff as required, caring for the safety and well-being of the pupils.
- Ensuring that the school site is kept as litter free as possible. This involves litter pick-up during / after each lunch session.

This is not considered to be an exhaustive list, as such; the job holder may be expected to carry out any other reasonable duties as directed by the Headteacher.