

# **BICKLEIGH DOWN CHURCH of ENGLAND PRIMARY SCHOOL**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Mealtime Assistant (Key Stage 1 or 2)</b>
<b>RESPONSIBLE TO:</b>	<b>School Business Manager</b>
<b>GRADE:</b>	<b>NJC Grade B</b>
<b>HOURS:</b>	<b>5 hours per week</b>
<b>PURPOSE:</b>	<b>To ensure and monitor the safety and good behaviour of children at lunchtime.</b>

### **KEY TASKS**

1. Ensure that children entering Dining Room have clean hands.
2. Encourage good table manners and orderly behaviour walking to and in the Dining Room.
3. Call and mark the Dinner Registers.
4. To organise and prepare resources/games for children in the playground at lunchtimes.
5. To initiate and supervise small sided games for children in the playground at lunchtimes.
6. To supervise, when not involved directly in games activities, by circulating amongst children. This surveillance should not be carried out by pairs of staff members.
7. Supervise children in designated area, other than playground, during wet weather.
8. Attend to minor accidents and report to senior staff.
9. Report to class teachers or senior staff any untoward circumstances.
10. Ensure that children do not leave school without the permission of the Headteacher.
11. Assist senior staff as required in order to care for the safety and well-being of children.

*All employees handling personal data, must do so responsibly, securely and in line with the school's Data Protection Policy, guidance and training.*