

**OTTERY ST MARY PRIMARY SCHOOL**  
**JOB DESCRIPTION: MEALTIME ASSISTANT**

**NAME:**

**RESPONSIBLE TO :** Headteacher

*This document outlines the duties required for the time being of this post entitled Mealtime Assistant to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed, for example, to cover the age and special needs of pupils and for those who eat packed lunches at school.*

**School Meals:**

1. Ensure that children entering the Dining Room, have clean hands.
2. Encourage good table manners and orderly behaviour in Dining Room.
3. See that drinking water is provided and assist in pouring water for young children.
4. Assist young children in handling knives and forks and if necessary cut up their food.
5. Encourage children to eat the meal provided and encourage them in avoidance of waste.
6. Assist young children to choose a balanced Meal.
7. Supervise the orderly return of empties to a given point.
8. Wipe down tables between sittings.
9. Clean up after spillage of food, water or sickness in dining area during the service of the meal.

**General:**

10. Undertake playground duty, supervising by circulating amongst children. This supervision should not be carried out by pairs of Assistants.

11. Supervise children in designated areas, other than playground, during wet weather.
12. Attend to minor accidents and report to line manager.
13. Report to line manager any untoward circumstances.
14. Ensure that children do not leave the school without permission of the Headteacher.
15. Assist as required in order to care for the safety and well-being of children.