



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

Job Title:	Meal Time Assistant (MTA) - Permanent
Location:	Across the Trust (based at Stowford School currently)
Grade:	Scale A – SCP 1
Hours:	7 hours 55 minutes a week, 38 weeks per year (Term time only)
Reports to:	Headteacher
Responsible for:	N/A

Job Purpose

To ensure that lunchtime activities are supported and managed in accordance with the school's policies and procedures under the overall direction of the Headteacher.

Duties and Responsibilities

1. To supervise and help the children at lunchtime to manage their meals and play safely.
2. School Meals:
 - i. Ensure that children entering the Dining Area have clean hands.
 - ii. Encourage good table manners and orderly behaviour in Dining Area.
 - iii. See that drinking water is provided and assist in pouring water for young children.
 - iv. Assist young children in handling knives and forks, and if necessary cut up their food.
 - v. Encourage children to eat the meal provided and encourage them in avoidance of waste.
 - vi. Assist young children to choose a balanced meal.
 - vii. Supervise the orderly return of empties to a given point.
 - viii. Wipe down tables between sittings.
 - ix. Clean up after spillage of food, water or sickness in Dining Area during the service of the meal.
3. General:
 - i. Undertake playground duty, supervising by circulating amongst children. This should not be carried out in pairs.
 - ii. Supervise children in designated area, other than the playground, during wet weather.
 - iii. Attend to minor accidents and report to the Assistant Headteacher/Headteacher.
 - iv. Report to Assistant Headteacher/Headteacher any untoward circumstances.
 - v. Ensure that children do not leave the school without permission of Assistant Headteacher/Headteacher.

- vi. Assist Headteacher as required in order to care for the safety and well-being of children.
- 4. The postholder has a responsibility for promoting and safeguarding the welfare of children. The post will involve daily contact with children and staff must be particularly aware of safeguarding procedures.
- 5. Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- 6. Attend relevant training and other staff meetings as required for the role.
- 7. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
Qualifications:			
English and Maths GCSE or equivalent at C or above	D	✓	
First Aid training	D	✓	
Experience:			
Evidence of experience in taking responsibility for children	E	✓	✓
Evidence of involvement in a school setting	D	✓	✓
Positive, flexible attitude and genuine care for children	E	✓	✓
Knowledge, Skills and Abilities:			
Behaviour Management: Ability to encourage children to behave well and with respect for others in line with the school Behaviour Policy	E	✓	✓
Further Requirements:			
Able to be an effective role model for the standards of behaviour expected of children	E	✓	✓