

St. Andrew's Church of England Primary School

JOB DESCRIPTION

Title: School Meals Supervisory Assistant

Line Manager: Deputy Head Teacher

Reports to: Head Teacher

MAIN DUTIES

During lunch in the dining hall

- Help named child to choose, collect and carry lunch.
- Support named child to eat lunch; opening packets, cutting up food, drinking, finishing food.
- Reinforce acceptable table manners.
- Clean up spillages, wipe tables and clear away plates etc.

At all times

- Be vigilant in the areas of health and safety, eg ensuring that all spillages, wet floors etc are dealt with promptly.
- To encourage the named child to interact with others and to eat sensibly and swiftly.
- Support the named child to put coat, scarf and gloves on.
- Support the names child to play with others on the KS1 playground and organise small group activities with peers.
- Be aware of our policy of equal treatment for all. This means discouraging the use of racist or sexist remarks or derogatory remarks and ensuring that all children are treated equally.
- Maintain the confidentiality of the life of the school, ensuring that any problems/difficulties are reported and not dealt with independently or out of school
- To implement School Safety policies and Codes of Practice and at all times have regard for the Health and Safety of yourself and others.
- Any other related duties as may be required on occasion.
- To be aware of school policy and to take advantage of any in-service training offered and to take part in staff meetings and Training Days whenever relevant.

Dated: February 2018