ST. PETER'S PRIMARY SCHOOL
Normanton Road, South Croydon, CR2 7AR
Telephone: 020 8688 5414
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Website: http://www.st-petersprimary.co.uk

POST: MIDDAY MEALS ASSISTANT

JOB DESCRIPTION:

We expect our midday meals assistants:

- To contribute to the creation of a safe, welcoming and inclusive environment for all children.
- To initiate active, fun and engaging play activities for children in the playground or in classrooms in wet weather.
- To supervise the children in the dining hall and packed lunch room while they are eating their lunch;
- To ensure that pupils eat their meal in a socially acceptable way – talking quietly to pupils either side of them;
- To help set up the dining hall for lunch including putting out water jugs and cups;
- To ensure that the pupils move through the school quietly and behave in an orderly way in the dining hall;
- To help clean and fold the dining tables at the end of the lunchtime period;
- To assist children in need of help (e.g. to cut up their food);
- To administer basic first aid to injured children (after training has been given);
- To ensure pupils are dressed appropriately for the weather;
- To ensure that pupils are not in the building when they should be outside.
- To be professional and a good role model to the children

The normal hours of work are 12.30 to 1.30pm***. (i.e. one hour per day, five hours per week) during term time and the person appointed will need to be available for work every lunchtime during term time (and will be required to work their contracted hours on inset days). Punctuality is extremely important in this position as the post involves supervising a large number of children. ***One of the conditions of employment is that it is not possible to take leave or holidays during term time.***

***** Please note that working hours may vary slightly at the current time. This is due to staggered lunchtimes required by current COVID-19 regulations.**

PERSON SPECIFICATION:

The person appointed will:

- Enjoy being around children and have some experience of working with them;
- Be able to supervise groups of children, to ensure their safety and good behaviour, both indoors and in the playground. Experience of, or the ability to organise playground games would be an advantage.
- Ensure children are safe when playing or moving around in groups;
- Show practical common sense and the ability to remain calm;
- Be prepared to administer simple first aid (training will be provided);
- Be able to respond sympathetically to children who are distressed, injured or unwell;
- Be prepared to seek advice from your line manager and draw their attention to problems that arise;
- Be able to work flexibly as part of the larger team, assisting colleagues wherever required, in order to ensure the smooth running of lunchtimes
- To be reliable and punctual, maintaining staffing ratios at all times
- Understand safeguarding of pupils in the school.

This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list.

The school is committed to the safeguarding of the welfare of pupils and the appointment will be subject to an enhanced DBS check.
Our Candidate Privacy Notice is available to view on our school website.