

# United Schools Federation

## Job Description

<b>Job Title</b>	<b>Meal Time Assistant (during lunchtimes)</b>		
<b>Location</b>	United Schools Federation (St. Michael's School)		
<b>Reporting to</b>	Head of School/Executive Head/Governing Body		
<b>Post Number</b>	730	<b>Grade</b>	A
<b>Directorate/Section</b>	Children & Young People's Services		
<b>Effective date of JD</b>	01/03/2021	<b>JE Job Number</b>	

*The following is an outline of the range of duties that can be expected from a Meal Time Assistant. It is not a comprehensive or exclusive list and duties may vary from time to time according to the needs of the school and the children, which do not change the general character of the job or the level of responsibility.*

### **Job Purpose including main duties and responsibilities:**

To assist in providing a caring, secure environment, through individual attention and group activities for children between the ages of 3 and 11.

To oversee children while eating in the dining area during lunch-times; encouraging good behaviour and table manners.

To assist the kitchen staff with setting up tables, clearing away and cleaning of the dining hall.

To oversee lunchtime activities/playtime inside and in the school grounds.

To act as deputy lunchtime first-aider as and when required

### **Activity Planning**

- To provide a safe, creative and appropriate play opportunities for a range of age groups
- To ensure that all activities are inclusive for all children to take part in.

### **Liaison**

- To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
- To share good practice with other staff as needed.

### **Supervision and care of children**

- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;

### **Basic**

- To undertake continuous professional development and appropriate training
- To promote the aims and objectives of the United Schools Federation;
- To understand and adhere to the United Schools Federation policies, procedures and standards at all times;
- To ensure the USF offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
- To attend to children's general welfare, including first aid, personal needs and personal hygiene;
- Recording accidents in the accident book;
- To ensure the USF offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
- To ensure confidentiality within the USF at all times;
- To participate in activities which fall outside normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
- To attend regular MTA/playworker meetings;
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Head of School.

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### Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience		<ul style="list-style-type: none"> <li>Knowledge and understanding of the welfare, care, learning and development of young people.</li> </ul>	Interview Work Trial Application form
Practical Skills	<ul style="list-style-type: none"> <li>Ability to engage with children, and promote good behaviour</li> </ul>		Work Trial Interview
Communication	<ul style="list-style-type: none"> <li>Ability to communicate effectively with children, parents, carers, advisory workers and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Ability to communicate with Management</li> </ul>	Interview
Personal Qualities	<ul style="list-style-type: none"> <li>A commitment to the provision of high quality childcare</li> <li>Enthusiasm for consulting with children</li> <li>Excellent communication skills, with children, colleagues, advisors and parents/carers.</li> <li>Patience, punctuality, reliability and trustworthiness</li> <li>Enthusiasm for working with children and young people</li> <li>A positive approach to gaining further qualifications, and continuous professional development</li> <li>A positive approach to learning and gaining new skills through teamwork and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the care, learning and development of children and young people</li> <li>Flexibility/ adaptability</li> <li>Able to work in small teams</li> <li>Vigilance to ensure safety and security of children and staff at all times</li> </ul>	Application form Interview
Education and Training		<ul style="list-style-type: none"> <li>Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> <li>Completion of a recognised Level 2 childcare qualification, or be working towards completion</li> <li>Health &amp; Safety certificate</li> <li>First Aid certificate</li> <li>Completion of other relevant courses</li> </ul>	Application form Interview
Equal Opportunities	<ul style="list-style-type: none"> <li>A positive approach to inclusive practice, with children, parents/carers and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion or equal opportunities &amp; diversity training</li> </ul>	Application form Interview

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### 1. Supervision and Management:

This role has no supervisory or management duties, unless they are required to deputise in the absence of the Leader.

### 2. Creativity and Innovation:

All team members would be expected to contribute to a happy, safe environment.

### 3. Links with other officers, Service users or Members of the Public:

- Daily contact with children attending the school
- Daily contact with parents/carers

### 4. Levels of Responsibility:

This post assumes daily responsibility for:

- the practicalities of keeping the children safe and secure, in line with the USF's policies, as agreed by the Governing Body
- ensuring that, on a basic level, the Ofsted minimum standards are being met.

### 5. Effects of Decisions:

MTAs/playworkers report to Line Manager. All decisions would be made in agreement with the Head of School.

### 6. Resources:

This post does not manage or control any resources.

### 7. Work Demands:

The post holder must adhere to and uphold the Ofsted minimum standards at all times, as instructed by the Head of School, and in line with the school's policies.

### 8. Physical Demands:

The role involves working directly with children aged broadly between 3 - 11 years old. The nature of the work can be physically challenging, as a range of activities including outdoor play should be available for children to access where possible. Lifting and carrying of play equipment, and bending and clearing away after messy lunchtimes are all part of this role.

### 9. Working Conditions:

This role is based both indoors and outdoors, but in inclement weather indoor activities will be substituted.

### 10. Work Context:

A full risk assessment of the site would have been conducted by the school/ Board of Governors. In addition, the post holder would be advised to attend appropriate training activities.

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**Signatures:**  
**Job description agreed:**

**Job Holder:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

