



Meal Time Assistant required as soon as possible

We are looking for a dedicated, friendly and caring person to join our lunch time team.

The hours are 11:50am until 1:20pm (1.5 hours per day), five days a week, 38 weeks of the year during the school term time.

The pay is 'A' grade, which is £7 per hour.

What we are looking for

The main purpose of the job is to supervise the children during their lunch hour. This might be in the school hall whilst they are eating their lunch, or as a play leader on the playground/school field ensuring the children have a safe and fun time. *There is a more comprehensive description at the end of this document.*

About the school

St Peter's Church of England Primary School is a growing average-sized primary school (NOR: 280) situated in the beautiful seaside location of Budleigh Salterton, Devon. Our locality has so much to offer: the seaside, the river, woodland, fantastic community groups and much more!

We are rated by OFSTED as a '**good**' school under the tough new framework, with standards above national average.

We are a Church of England school, with our **Christian values and spirit** a key feature of the school. We have strong links with our local church, including the resource of a newly appointed Church/School Co-ordinator. At the recent SIAMS (church) inspection we were judged as '**Good**'.

Our site has **lots of resources**, including a swimming pool, an award-winning science garden, a large field and playground, and much more!

Safeguarding

St Peter's is committed to **safeguarding** and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Appointment is subject to an enhanced DBS check.

Applying

Please apply by emailing head@sps1.org.uk or writing to the Headteacher, stating your interest, skills and experience.

If you need any further information please do not hesitate to contact me at head@sps1.org.uk or 01395 443167 during term time.

Thanks for your interest,

Steve Hitchcock, Headteacher



Main Purpose of the Post

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.

Main Duties & Responsibilities:

School Meals

- Ensure that children entering Dining Room have clean hands.
- Encourage good table manners and orderly behaviour in Dining Room.
- See that drinking water is provided and assist in pouring water for young children.
- Assist young children in handling knives and forks and if necessary cut up their food.
- Encourage children to eat the meal provided and encourage them in avoidance of waste.
- Supervise the orderly return of empties to a given point.
- Wipe down tables and tidy the hall away after use.
- Clean up after spillage of food, water or sickness in dining area during the service of the meal.

General

- Undertake playground and play leadership duty, supervising by circulating amongst children.
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents and report to Headteacher.
- Support the effective operation of the team by demonstrating flexibility and co-operation.
- Undertake training as required at the school or at an alternative venue.
- Report to Headteacher any untoward circumstances.
- Ensure that children do not leave the school without permission of Headteacher.
- Assist Headteacher as required in order to care for the safety and well-being of children