


## Job Description

	<b>Service Area: Education</b>	<b>Location: Danethorpe Road</b>
	<b>School: Barham Primary School</b>	<b>Section:</b>
	<b>Post Title: Dining Hall Assistant</b>	<b>Grade: Level 1 SCP 6-9</b>
	<b>Restricted: No</b>	<b>Post Number(s):6</b>

### 1. PURPOSE OF JOB

- Supervise the pupils in the dining hall and packed lunch areas during the mealtime period to minimise any disruption, ensure their wellbeing and maintain their safety.

2.1 To contribute to the overall ethos, work and aims of the school.

3. DIRECTLY RESPONSIBLE TO: *Headteacher Karen Giles*

4. RESPONSIBLE FOR: Not applicable

### 5. PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

#### **Outline of Main Duties:**

- Put out tables and equipment as required, and set with cutlery and beakers in time for the mealtime period to ensure there are sufficient settings for the number of pupils eating that day.
- Ensure pupils enter the dining room in a safe and orderly fashion and behave appropriately when queuing for their meal in order to maintain safety and wellbeing of all pupils.  
Have knowledge and be familiar with the schools healthy eating policy.  
Inform pupils of the menu available and encourage them to choose from the range of foods offered in order to have a balanced meal. Check that pupils have or are provided with a drink and/or that sufficient amounts of their meal has been eaten.  
Report concerns of poor eating habits.
- Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils.  
Caution children who misbehave and report unresolved problems to the duty teacher or head teacher.
- Assist pupils with opening packed lunch boxes reporting of concerns of content.
- Assist the pupils, as necessary, during the meal break to ensure their wellbeing.  
(This may include providing them with a drink, helping with spillages, cutting up food and caring for pupils' personal needs) providing social and educational training, such as good table manners.  
Making sure children who are ill or injured receive appropriate medical attention, and reporting any serious accidents

<p>6. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment and to free up space for any further sittings where applicable. Assist with the emptying of waste bins and recycling; have knowledge of basic hygiene needs and the use of cleaning methods.</p>
<p>7. Ensure once meals are finished that the dining area is wiped down, etc., and is left in a clean and tidy manner to maintain a clean and tidy environment. To include the mopping of floor areas window ledges etc. washout cloths, mops ready for next day.</p>
<p>8. Assist in collecting pupils from collection point and escort to hall/classroom or patrol and supervise school areas used by the pupils at mealtimes, to ensure safety and appropriate behaviour is observed, as applicable.</p>
<p>9. Participate in training and development activities and programmes, and attend and participate in meetings as required.</p>
<p>10. Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately.</p>
<p>11. To undertake such other duties as may be determined from time to time within the General scope of the post. Duties and responsibilities outside the general scope of the Post will only be required with the further agreement of the post holder.</p>
<p><b><u>Staff &amp; Others Supervised by the Job Holder:</u></b> None</p>

**Note:** Where a job holder carries out duties which are not included in the Main Duties above, these can be attached to this Job Profile.