

LANDKEY COMMUNITY PRIMARY ACADEMY



Job Application Pack

Job Position: Meal Time Assistant



Welcome:

Thank you for your interest in applying for the post of Meal Time Assistant at Landkey Community Primary Academy.

Landkey Community Primary Academy is an established single form entry school for children from Reception Class through to Year 6. In June 2022 Ofsted graded us as continuing to be a 'Good school'. We have a stable and supportive staff team and a new aspirational leadership team who are keen to continue to develop the school.

Through engaging pupils in an exciting, internationally-minded curriculum, we will enable children to have a modern outlook on the world, achieve high standards of learning and be secondary-ready.

Landkey Community Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Teaching School Partnership.

Further information regarding Landkey Community Primary Academy can be found on our website. If you would like to find out more about the role please contact, Georgie Gratton, Head Teacher at admin@landkey-primary.devon.sch.uk

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and rewarding role then we would be delighted to hear from you.



Advert

Meal Time Assistant

£10.50 per hour – 7 hours per week – Term Time Only (38 weeks)

Permanent – Part Time

Closing Date: Midday Thursday 08 December

Starting date January 2023

Required from January 2023, a part time Meal-Time Assistant to work within our friendly, enthusiastic team. We are a forward thinking, creative school and require a nurturing, caring and flexible Meal Time Assistant to support children with lunch time routines and play activities. A willingness to undertake necessary training is essential, along with a much needed sense of humour. The role will involve setting up and clearing the dinner hall as well as engaging in play activities and supervising the children.

Please visit www.landkey-primary.devon.sch.uk/vacancies to download an application pack and submit applications to vacancies@landkey-primary.devon.sch.uk or by post to: The Headteacher, Landkey Community Primary Academy, Bakery Way, Landkey, Barnstaple EX32 0LJ by Midday on Thursday 08 December 2022.

This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance.

Job Description

Job Title	Meal-Time Assistant
Responsible to	Deputy Headteacher
Job Purpose	To be responsible, during the lunch break, for the safety and general welfare and proper conduct of pupils

Main Duties and Responsibilities

1. Supervision of pupils immediately before, during and after lunch. This includes pupils who have a school meal as well as those who bring their own lunch.
2. Supervision of pupils' entry into the dining room.
3. Assistance for pupils where necessary to carry plates etc to the table and return empty dishes when finished.
4. Assistance for pupils where necessary to cut up food and guidance on the proper use of cutlery; assistance in the clearance of any spillage etc if required.
5. Taking such steps as necessary when pupils are sick (eg. Phoning home), carrying out minor first aid and summoning when necessary assistance to deal with major injuries or illnesses.
6. Supervision of the pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising play / games as appropriate inside school on wet days.
7. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
8. To undertake any other duties of a similar level and responsibility as may be required.
9. To assist with setting up and packing away dinner tables and benches, cleaning of tables and benches and dinner hall as required.

Person Specification:

	Essential	Desirable
EDUCATION		<ul style="list-style-type: none"> • Good standard of education to GCSE level
EXPERIENCE		<ul style="list-style-type: none"> • First Aid Certification • Some experience of working with children • Some experience of working in a catering environment
SKILLS	<ul style="list-style-type: none"> • Ability to supervise children • Good communication skills • Ability to work as part of a team • Able to take instruction • Able to use initiative 	
SAFEGUARDING	<ul style="list-style-type: none"> • Thorough knowledge and understanding of safeguarding children 	
PHYSICAL	<ul style="list-style-type: none"> • Able to carry out the duties of the post with reasonable adjustments where necessary 	

Landkey Community Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Application, Interview & Selection

For an informal discussion about the post or tour of the school, please contact Georgie Gratton, Head Teacher, via the school office at: admin@landkey-primary.devon.sch.uk

This appointment is subject to safer recruitment procedures, receipt of satisfactory references and an enhanced DBS with Children's barred list clearance. An application form and supporting information can be found at www.tarkatrust.org.uk

You will be selected for interview entirely on the contents of your application form, CV's will not be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to: vacancies@landkey-primary.devon.sch.uk

The closing date for this application is **Midday, Thursday 08 December 2022.**

Short-listed candidates will be invited to attend a selection process in person

All shortlisted candidates must bring the following documentation with them on the interview day.

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e utility bill, financial statement etc less than 3 months old)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.