Tarka Learning Partnership

Meal Time Assistant Candidate Pack

Fremington Primary School

A Journey of Discovery...

WELCOME

Thank you for your interest in the Meal time Assistant position at Fremington Primary School. This is an exciting time to join our supportive team in a developing school.

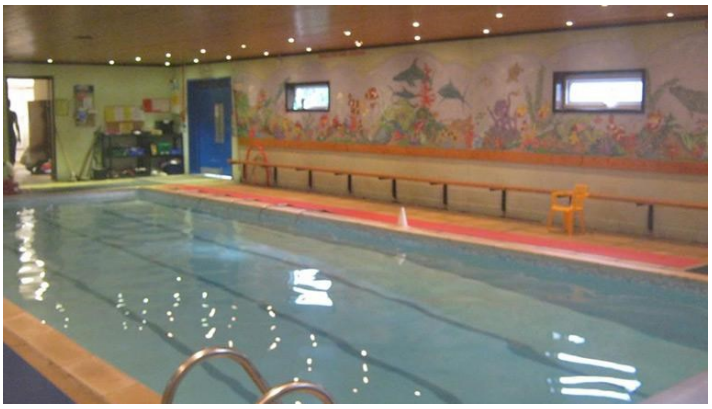
We are looking for an individual with previous experience of working with children someone who is a great team player and communicator. This is an exciting opportunity for the right candidate to make a difference to the provision of our pupils. If you are enthusiastic, motivated and passionate about raising standards and providing stimulating learning experiences for young minds, we want to hear from you!

Continuing professional development and improvement is a firm expectation and commitment for all staff and central to school improvement work. Opportunities are widened and enhanced through the close working partnership with our Multi Academy Trust, the Tarka Learning Partnership as well as other schools within.

Our school has a firm commitment to securing the best possible outcomes for all children in our care. Children are at the heart of everything we do and we constantly strive to continue growing and developing to successfully and effectively achieve this.
If you are interested in this post, I look forward to your application and discussing this with you further.

A Journey of Discovery...

ABOUT OUR SCHOOL



Thank you for your interest in the post of Meal time Assistant at our school. Fremington Primary School is a large, happy school set in the large, coastal village of Fremington, just outside Barnstaple. Our school is set in beautiful, spacious grounds which include a forest school area, music yurt, large field and even our own indoor heated pool.

As our school has grown significantly through the years we are developing a skilled staff to lead our school.

OUR VALUES

'A journey of Discovery...'

As a school community we created our school values based on our aspirations for children leaving our school

Friendship

Perserverance

Self-Belief

A Journey of Discovery.....

TITLE	Meal time Assistant
SCHOOL	Fremington Primary School
LINE MANAGER	School Business Manager
Salary:	Basic Salary Grade A2 £23,656 Pro-rata + Holiday Pay.

Actual Pay £7227.24 (£14.10 Per hour)

Hours:	12.5 Hours a week 39 week a year
Closing Date:	13th January 2025 Noon.
Interview date:	TBC

CLEANER JOB DESCRIPTION

Reporting to: Senior Leadership Team

Fremington Primary School are looking to recruit a Mealtime Assistant to join our MTA team.

To monitor and ensure the safety and good behaviour of children during the lunchtime period.

- Prepare dining area for lunch;
- Ensure that children entering the Dining Room have clean hands;
- Encourage good table manners and orderly behaviour in the 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;
- Assist young children to choose a balanced meal;
- Supervise the orderly return of empties to a given point;
- Wipe down tables between sittings;
- Clean up after spillage of food, water or sickness in dining area during the service of the meal.
- Undertake playground duty, supervising by circulating amongst children. This supervision should not be carried out by pairs of Assistants.
- Support learning through play, organising games and supervising activities
- Supervise children in designated area, other than playground, during wet weather.
- Attend to minor accidents and report to Headteacher.
- 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.
- Any other duties commensurate with the duties/responsibilities/grade of the post

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

Fremington Primary School

Person Specification – Meal Time Assistant

	Skills and Qualifications			
	Essential	**Desirable**	**Application**	**Interview**
Qualifications	Willingness to participate in other/and or further development and training opportunities	Numeracy/literacy skills (at least equivalent to Level 2 of the National Qualifications Framework)	✓	
		A current first aid certificate or a willingness to undertake training for this qualification	✓	
Skills, Knowledge. Experience & Personal Qualities	Experience in an early years/school/childcare environment	Food Hygiene certificate	✓	✓
	Understanding of child protection procedures and the ability to use these in practice	Experience of Meal Time Assistant role	✓	✓
	Willingness to undertake further training as appropriate		✓	✓
	Ability to work as a member of a team		✓	✓
	Ability to work independently and / or as part of a team		✓	✓
	Ability to communicate effectively in person and in writing		✓	✓
	Ability to relate well to young children and their parent/carers		✓	✓
	Ability to contribute to ideas for delivering a structured lunch time		✓	✓
	Able to be an effective role model for the standards of behaviour expected of students		✓	✓

Ability to lead and effectively manage a team		✓	✓
To be able to plan, provide and facilitate safe, creative play		✓	✓
Responsive to change and ideas and able to adapt to new systems		✓	✓
Commitment to working as part of a team		✓	
Confident, flexible, welcoming and child centred approach		✓	✓
An empathetic, supportive and nonjudgemental attitude to parents/carers		✓	
Ability to respect confidentiality		✓	✓
Committed to continuing professional development		✓	
Ability to remain calm and flexible under pressure		✓	✓

HOW TO APPLY

Fremington Primary School
Beechfield Road
Fremington
Barnstaple
EX31 3DD

For more information about this exciting opportunity, please call Fremington Primary School on **01271 373979** or via email **emma.gilroy@fps.tarkatrust.org.uk**

Closing date Noon Monday 16th December 2024

Interviews TBC

Email completed applications to:

jobs@fps.tarkatrust.org.uk

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