



# St Alban's CE Primary School

Head Teacher: Mrs Amy Gurner

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*"Educating for life in all its fullness."*

National Support School  
designated by  
  
National College for  
Teaching & Leadership



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## School Meals Support Assistants JOB DESCRIPTION

### Main Duties:

- To maintain order and the safe transfer of pupils to and from the dining area.
- To positively encourage good behaviour, table manners and hygiene.
- To ensure the health and safety of all pupils and staff including children who have special dietary and/or medical needs.
- To assist younger pupils where necessary, whilst they are taking a meal.
- To actively carry out dining space procedures including:
  - The safe setting up and packing away of dining tables and chairs in dining spaces.
  - Maintaining and promoting health and safety in dining spaces before, during and after children have their meals – including hand hygiene practices, safe movement to and from the dining spaces, cleaning of tables, sweeping floors and cleaning up of spillages.
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- To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. To record accidents in the first aid record and report serious accidents to the Headteacher.
- Be responsible for organising age- appropriate play activities in the playground or indoors if a wet playtime.
- To liaise with the Headteacher, Pastoral Manager and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern.
- To contribute as a member of a team to the ethos and environment of the school.
- Promote inclusive practices.
- To undertake emergency first-aid training and other relevant medical needs training where appropriate.
- To adhere to need for confidentiality at all times.
- To report to the Headteacher in the case of absence due to illness.

**To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility**