



Job Description: Dining Room Assistant

Job Title: Dining Room Assistant

Salary: Grade 1

Hours/week: 10 hours per week

Job Purpose:

To provide support to children in the dining hall and playground across the lunch hour, including assisting in pouring drinks and cutting up food. To supervise children and manage behaviour, keeping order during mealtime. To clean plates, trays, tables, and floors throughout the lunchbreak.

Duties:

The dining room assistant will:

- Administer colour coded lunch bands for meal identification
- Aid in setting up the hall for lunch
- Support children in collecting and eating their meals as appropriate
- Clean tables and floors throughout the lunch break
- Clear plates and wipes trays, ready for washing
- Refill cutlery, cup, and water stations as appropriate
- Identify issues and handle accordingly by alerting appropriate staff to first aid, sickness, and problem behaviours
- Monitor and manage children behaviour in the hall to encourage a calm eating environment
- Monitor and manage children in the playground the aid in health and safety
- Follow safeguarding and child protection guidelines, including confidentiality and data protection
- Adhere to framework procedures set by Headteacher and SLT
- Supervise children and identify and issues requiring intervention, alerting the appropriate member of faculty where required
- Liaise with kitchen staff and DRA team to aid running of lunch
- Any other duties which fall under the scope of dining room assistant and associated salary grade