

# ROUNDSWELL COMMUNITY PRIMARY ACADEMY



Roundswell  
Community  
Primary  
Academy

Job Application Pack

**Job Position: Meal Time Assistant**

To start January 2023



Roundswell  
Community  
Primary  
Academy

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## Welcome:

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

Roundswell Community Primary Academy is a brand new school and we opened our doors in September 2020 to Nursery pupils (3 to 4 years of age) and pupils in the Reception Class. These children have started on a wonderful adventure together as they rise through the school to become Year 6 children. We currently have Nursery, Reception and Year 1 and 2 classes.

With an internationally minded curriculum and a vision to deliver outstanding education, the school will introduce children to a world of opportunity. 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.

Roundswell 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.

Our team and the number of children on roll is small. This in itself brings challenges and we will all be expected to 'wear many hats' and assume various responsibilities. Therefore, the ability to work as a strong team-player is absolutely essential, as is experience in assisting at lunchtimes with mixed age Nursery / Early Years and KS1 classes.

Further information regarding Roundswell Community Primary Academy can be found on our website. If you would like to find out more about the role please contact, Emma Stubbs, Business Manager, at [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk).

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role, helping to shape the future of a brand new school and the children within, then we would be delighted to hear from you.

## Advert

Meal Time Assistant – Grade A  
Permanent, Part Time: 6 hours 40 minutes per week, Monday to Friday,  
11:40am-1:pm, 38 weeks per year

Closing Date: Friday 2<sup>nd</sup> December 2022 10am

Shortlisting Date: Friday 2<sup>nd</sup> December 2022

Interview Date: TBC

Starting date: 1<sup>st</sup> January 2023

We are seeking to appoint a reliable and committed Meal Time Assistant to join our friendly and dedicated lunchtime team.

We are looking for a **Meal Time Assistant** who is able to:

- supervise our children during lunchtime
- support our young children to have a positive lunchtime experience
- support our children when eating their lunch, offering assistance as required
- ensure our children experience a safe environment on site
- ensure that our children have a positive and enjoyable lunchtime experience
- adapt to a growing school, being a great team player.

If you wish to discuss the post further or meet the Head Teacher, please contact Emma Stubbs, our Business Manager: [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk)

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

**Salary Range:** Grade A, £9.50 per hour

**Hours:** 6 hours 40 minutes per week, Monday to Friday, 11:40am-1:pm, 38 weeks per year.

**Responsible to:** The Head Teacher

### Job Purpose including main duties and responsibilities

- 1.1 To supervise and ensure the safety and welfare of all pupils at school during the mid-day lunch break.
- 1.2 To support and assist children in the dining hall and maintain high standards of behaviour and mealtime manners.
- 1.3 To ensure that any equipment used in the playground is used safely
- 1.4 Where appropriate, to supervise safe playing of games
- 1.5 To be aware of children with special educational needs and be familiar with particular procedures or expectations as appropriate
- 1.6 To assist in maintaining a high standard of behaviour amongst pupils.
- 1.7 To deal with discipline issues in a positive, firm, fair and consistent manner in accordance with school policy and to report serious discipline issues, in the first instance, to the duty member of SLT
- 1.8 To deal with and record minor incidents/accidents and refer to qualified first aiders where appropriate
- 1.9 To ensure the accident book and relevant forms are completed
- 1.10 To have awareness of and support the safeguarding of all pupils and report as necessary
- 1.11 Attend relevant training and other staff meetings as required for the role
- 1.12 Exercise judgement and flexibility in responding to the needs of the role

*This job description will be reviewed annually to reflect the plans, growth and development of the School.*

## Person Specification:

	Essential	Desirable
<b>Qualifications and Experience</b>		
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>Willingness to participate in other/and or further development and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>English and Maths GCSE or equivalent at C or above</li> <li>Recent training relevant to the role</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Worked or volunteered in a school setting</li> <li>Experience of working with young children</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of school policies and procedures relating to Child Protection, Health and Safety, and Confidentiality</li> <li>Trained in first aid</li> </ul>
<b>Professional Knowledge</b>		
	<ul style="list-style-type: none"> <li>Understanding of how students play and socialise in a school environment</li> <li>Can demonstrate/ evidence the ability to support young people in developing positive behaviours</li> </ul>	
<b>Professional Skills and Attributes</b>		
	<ul style="list-style-type: none"> <li>Ability to work flexibly as part of a team appreciating and supporting the role of others in the team</li> <li>Be able to promote the ethos and vision of the school</li> <li>Have commitment to professional growth and development</li> <li>Be able to use initiative</li> <li>Build and maintain positive and nurturing relationships with children</li> <li>Able to interact positively with a group of students or on a one to one basis</li> <li>Able to communicate effectively verbally and in writing</li> <li>Able to be an effective role model for the standards of behaviour expected of students</li> </ul>	



	<ul style="list-style-type: none"><li>• Aware of the expectation to approach difference positively and able to adopt a positive, inclusive approach to students of all backgrounds</li><li>• Able to communicate confidently and effectively with both adults and children</li><li>• Have a commitment to inclusion and equal opportunities</li><li>• Have a commitment to and experience of safeguarding children</li></ul>	
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Roundswell 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 for more information regarding Roundswell Community Primary Academy, please contact Emma Stubbs, Business Manager on [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.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 application forms electronically to [emma.stubbs@roundswell.tarkatrust.org.uk](mailto:emma.stubbs@roundswell.tarkatrust.org.uk)

The closing date for this application is Friday 2<sup>nd</sup> December 2022 10am



## Recruitment Process

Short-listed candidates will be invited to attend a selection process. Date and time to be confirmed.

All candidates must bring with them the following documents

- 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)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies are not sufficient.

You will be asked to sign your application form on the day of interview.

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.