



Be all you can be

Hayes School

MEALTIME LEARNING AND PLAY ASSISTANT

Permanent position starting as soon as possible

Salary Grade: NJC Scale Point 2 - £22,366 Full time equivalent (actual £5,474)

Hours: 10 hours per week, 38 weeks per year (paid pro rata)

Thank you for your interest in the post of Mealtime Assistant at our school. We are in need of a dedicated Assistant, to work alongside children with a range of needs.

About Hayes School



Hayes School is a happy and thriving improving primary school in the seaside town of Paignton. There are approximately 450 children on roll including nursery children. The children are mixed ability with two classes per year group. Our strong team of teachers are supported by highly skilled teaching assistants. Our administrative support is both friendly and efficient.

We are looking for an enthusiastic mealtime assistant with a passion and drive to support children through learning and play. Experience or knowledge of working with children with a range of needs is an advantage. Our children are looking for a committed individual who is inspired and committed to helping them learn.

Hayes School has a deep vision and passion for learning, and supporting children to “be all they can be”. We are committed to high quality teaching for all our children and believe that creativity is at the heart of education. Join us in exploring what learning can be like and help us develop the most exciting environment possible.

If you decide to apply, please refer to the person specification when writing the application. We are looking for the ‘right person’ to fulfil the role and we believe that recruitment is not a science based entirely on tick boxes and therefore, would encourage you to apply if you feel you are the right person for our school. We would love to meet you.

Please e-mail (admin@hayes.torbay.sch.uk) or phone 01803 557336 to arrange a telephone call to discuss the position. **The closing date is Wednesday 27th March at 12 noon.**

I hope that this information, alongside our website, has provided you with the information you require and has tempted you to find out more. I look forward to hearing from you.

Mark Hanbury
Headteacher



Mealtime Learning and Play Assistant

It is expected that you will be a positive and committed member of the team of staff at Hayes School, playing a full role in the education, personal and social development of the children in the school. We aim to provide a stimulating, caring and happy environment in which children are equipped with the skills they need to become successful life-long learners.

Your job description describes in general terms what you will be expected to undertake. However, the jobs or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Roles and responsibilities

- To supervise, care, integrate and play with the children
- To work co-operatively with other team members/school staff and show a flexible and enthusiastic approach to your position
- To prepare the playground/dining hall prior to lunch and tidy all areas following lunch
- Emphasis on working with the children and staff should not cluster together. This ensures safe monitoring of all playgrounds
- To be positive and use the appropriate language and speech you would expect from the children, including manners. Monitor and uphold the school's expectations for behaviour
- To ensure safe supervision for all children at all times and to work within health and safety guidelines including health and safety training
- To be aware of all health and safety regulations, including fire safety procedures
- To share in the whole school responsibility for promoting and safeguarding the welfare of the pupils in the school
- Consistently strive to improve the lunchtime experience
- Working with individuals and groups of children of all levels and abilities and prepare activities
- Ensure children access healthy school lunches by ongoing monitoring
- Liaise with school staff regarding any issues of concern
- To be fun and make lunchtimes a fun and an exciting part of the school day
- Assist school in establishing an exciting, purposeful and safe lunchtime environment, which enables children to feel secure and happy
- Assist with the general welfare and safety of all pupils at all times.
- To administer basic first aid (if you are qualified), care for children who are unwell or upset. First Aiders to record incidents and contact parents, as appropriate.