

# OLDWAY PRIMARY SCHOOL

## MEALTIME ASSISTANT

### **The Post**

The Governors thank you for your interest in the post of Mealtime Assistant at this school. The successful candidate will be expected to take up the post as soon as possible after interview.

**Hours:** 11.55 to 1.10pm - 6.25 hours per week (38 weeks per year term time only).

### **Requirements of the Post**

The school is very fortunate in having a hardworking team of teaching and non-teaching staff who work co-operatively together and are most warm and welcoming to new staff joining the team. A first aid qualification would be an advantage.

### **Salary**

Salary will be in accordance with the Grading Schemes Scale 1 adopted by Torbay Council and agreed by NALGO which works out at approximately £6.00 per hour paid monthly into your bank account.

### **Procedure and Appointment Timetable**

Applications should be sent to: Headteacher, Oldway Primary School, Higher Polsham Road, Paignton TQ3 2SY.

A shortlist will be drawn up and interviews held at the school. Applicants not invited to interview before the end of the month should assume that they have been unsuccessful.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Enhanced Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

## **Person Specification**

<b>Job Title</b>	Meal Time Assistant
<b>Qualifications</b>	GCSEs NVQ Qualifications Childcare Qualifications First aid Qualification
<b>Physical</b>	Good health record Smart appearance Sensitivity
<b>Experience</b>	NNEB Play groups Schools

### **Personal Qualities:**

- ✧ Confidentiality
- ✧ Warm, caring personality
- ✧ Loyalty
- ✧ Good interpersonal skills - staff, parents, children
- ✧ Sense of humour and outgoing personality