



**NEWPORT**  
COMMUNITY  
SCHOOL  
PRIMARY  
ACADEMY



Candidate Application Pack

**Meal Time Assistant**



## Welcome!

Thank you for your interest in applying for the post of Meal Time Assistant at Newport Community School Primary Academy. We are delighted you are considering working at our school. We are a large Primary School running from Nursery to Year 6.



Newport Community School 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.

Further information regarding our school can be found on our website. If you would like to find out more about the role please contact Matthew Crewe, Deputy Headteacher at [admin@newport.tarkatrust.org.uk](mailto:admin@newport.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 in our school and the to support the children within, then we would be delighted to hear from you.



## Advert

<b>Role:</b>	Meal Time Assistant	
<b>Remuneration:</b>	Grade A	£12.26 per hour £14.04 per hour (Inclusive of holiday pay)
<b>Position:</b>	Permanent	
<b>Hours:</b>	6.65 hours per week; 38 weeks per year (Term Time Only)	
<b>Working Pattern:</b>	Monday to Friday; during lunchtime	
<b>Closing Date:</b>	Friday 18 <sup>th</sup> April 2025	
<b>Interview Date:</b>	Friday 25 <sup>th</sup> April 2025	

Are you ready to be a friendly face that brightens up lunchtime for our pupils? Newport Community School Primary Academy is on the lookout for a Meal Time Assistant to join our dedicated and welcoming team. If you have a caring and flexible attitude, we want to hear from you!

As a Meal Time Assistant, you'll play a vital role in ensuring our children have a positive dining experience. From setting up the dining hall to assisting with lunch service, playing outside with children and tidying up afterwards, you will help keep our lunchtimes running smoothly.

This position offers stability and a chance to make a real difference. A permanent role with weekday hours during school terms, you'll have a steady schedule that fits into your life. Plus, with a competitive hourly rate of £14.04 (inclusive of holiday pay) you'll be rewarded for your hard work.

Join our team and become part of a community where every mealtime is a chance to make a difference in a child's day. Apply now and let's create brighter lunchtimes together!

For an informal discussion about the role or to arrange a visit, please feel free to contact Matthew Crewe, Deputy Headteacher, via email at [admin@newport.tarkatrust.org.uk](mailto:admin@newport.tarkatrust.org.uk). He'll be happy to assist you further!

The Tarka Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Child Protection and Safeguarding Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English. The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.

All applications should be made by completing the Trust application form, including evidence of how you meet the person specification for the role, and should be submitted to [applications@newport.tarkatrust.org.uk](mailto:applications@newport.tarkatrust.org.uk)

We reserve the right to conduct interviews as soon as we receive suitable applications. This means that we may begin the interview process before the advertised closing date and make a selection if a qualified candidate is identified. Therefore, we encourage interested applicants to submit their applications as early as possible to ensure they are considered..



## JOB DESCRIPTION

### Meal Time Assistant – Grade: A

*Note: Candidates should ensure that they meet the essential criteria for qualifications and experience and provide supporting evidence.*

<b>Reporting to:</b>	Headteacher
<b>Responsibilities:</b>	<p>To work under the direct instruction of the Head Teacher accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.</p> <p>Line Manager: Lead MTA</p> <ul style="list-style-type: none"> <li>• To work as part of a team, to fulfil the rota duties and to support a positive school ethos</li> <li>• To engage in play activities with pupils and support the playground rota as required</li> <li>• To interact and respond positively to children</li> <li>• To follow the school's expectations and policies for ensuring positive behaviour</li> <li>• To supervise children washing their hands, collecting their lunch boxes and directing them in into the room where they eat lunch</li> <li>• To supervise the eating of lunch and help to maintain an acceptable level of noise and high expectations of behaviour</li> <li>• To support children with the development of table manners</li> <li>• To check pupils have eaten school dinner and lunches as required</li> <li>• To ensure that tables are clean, chairs are stacked and stored away safely</li> <li>• To supervise all areas inside and outside the school building where pupils are playing</li> <li>• To supervise children in classrooms during wet playtimes and ensure that classrooms are left tidy for afternoon learning</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.</li> <li>• To be alert and active on issues relating to pupil welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a pupil.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To follow the school's health &amp; safety policies • To report any equipment that is damaged or broken to the Lead MTA</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• To take part in relevant training including regular safeguarding training and half termly MTA meetings</li> <li>• Take part in yearly appraisal</li> </ul>



## PERSON SPECIFICATION

Education and Training	Essential	Desirable
Willingness to undertake training and self development		
Experience		
Worked in a school environment		
Previous Meal Time Assistant experience		
Skills, Abilities and Professional Attributes		
Friendly, professional manner		
Able to form positive professional relationships with children and adults		
Able to work independently and use own initiative		
Able to work collaboratively as part of a team		
Be hardworking and show commitment to the role		
Able to be flexible		
Take pride in own work and standards		
Good at timekeeping		
Have commitment to Inclusion and Equal Opportunities		
Safeguarding		
Suitable to work with children and young adults and/or vulnerable adults		
Willingness to apply for a Disclosure and Barring Service (police) check (or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service)		

## Application, Interview & Selection

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 applications forms electronically to:

[applications@newport.tarkatrust.org.uk](mailto:applications@newport.tarkatrust.org.uk)

The closing date for this application is **Friday 18<sup>th</sup> April 2025**.

**Newport Community School 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.**



## Recruitment Process

Short-listed candidates will be invited to attend a selection process which will be held during the morning of Friday 25<sup>th</sup> April 2025, times will be confirmed nearer the time.

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 qualifications **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.

