VACANCY

The Topsham School

Meal Time Assistant-Temporary

(7.5hrs / week) Monday to Fridays 11.45am to 1.15pm
Term time only - (38 weeks of the year).

The Topsham Primary School is looking for a Meal Time Assistant, to support pupils during the lunchtime period. The position will be a temporary appointment, due to an increase in workload, working 1.5 hours per day, 11.45am to 1.15pm, over five days, term time only.

This is ideally suited to someone who has experience of working with children in a school environment. You will be required to:

- Set up and clear down the hall for lunches
- Supervise and where applicable provide support for pupils, including those with special needs, ensuring their safety and access to playtime activities
- Promote good eating habits and manners
- Establish positive relationships with pupils, and interacting with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and to engage in activities over the lunchtime period
- Promote self-esteem, good behaviour and independence
- Provide feedback where necessary to the Line Manager/Teacher

The Topsham Primary School, is a small school with 192 pupils currently on roll and is part of the United Schools Federation Trust. Our whole team is motivated, hard-working and dedicated and we value a new staff member who is passionate, highly organised and willing to participate in school life. Our highly successful federation is a popular choice with children, parents and staff and our schools boast a friendly and welcoming environment.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure is required for this post.

For an informal discussion or if you have any questions please contact the school on **01392 874498** or **email:admin@topsham.devon.sch.uk**

Application forms available from the school office. Please email applications to: admin@topsham.devon.sch.uk or hand into Topsham's school reception by the closing date of **Noon**, **Tuesday 20th October 2026.**

Please apply using **DCC application form** to
Joanne Crathorne, Head of School,
Or email your application to:
admin@topsham.devon.sch.uk
Full job description available from school office
Salary starting £13.28 per hour Grade A scale point 3
(payable in equal monthly instalments)
Closing date: Noon, Tuesday 20th October 2026
Interviews asap after closing date

We look forward to hearing from you.