



Job Advert

Job Title	Mealtime Assistant
Location	Montgomery Primary School, EX4 1BS
Reporting to (job title)	Headteacher/School Leadership Team
Service/Section/School	Support staff
Grade	A2 (A3 from 01/04/26)
Salary	£24,413 (pro-rata £2,872) / £12.65 per hour
Job Term	Fixed - 12 months To cover for a vacancy pending a permanent appointment
Hours per week	5 hours per week Monday – Friday 12:00 – 13:00
Weeks per year	Term time only – 38 weeks
Closing date	
Interview date	
Effective date	April 2026

Montgomery Primary School

At Montgomery Primary School, we strive to provide the best possible opportunities and outcomes for the children in our community. Our recent Ofsted inspection graded us **good** in all areas. Our hardworking and dedicated staff collaborate to achieve excellence in teaching and learning, ensuring that each child's needs are met through a personalised approach that values their individuality and the unique backgrounds of their families.

We are driven by our commitment to "Taking Care of the Future," empowering children from all backgrounds to maximise their potential, regardless of their talents. We work hard, fostering a culture where children are encouraged to challenge themselves, work collaboratively, and develop independence in their learning journey. We believe in nurturing responsibility, enabling pupils to deepen their knowledge and skills by leveraging their strengths and interests.

While academic success and progress are vital, we prioritise the happiness and safety of our pupils, fostering an environment where they enjoy coming to school and develop into well-rounded individuals capable of making a positive difference in the world. Our 'Monty Values'—passion, determination, honesty, respect, teamwork, and self-belief—are the foundation upon which we build the skills and characteristics necessary for success.

Situated in a zero-carbon, Passivhaus building completed in 2010, our school boasts extensive and beautiful grounds, including a field, tennis court, reflection garden, playground, and adventure trail. The design of our facilities features spacious classrooms and wide corridors, providing fantastic breakout spaces for small group and one-to-one work.

At Montgomery, we believe that a happy child is a successful one. We are committed to providing a positive, safe, and stimulating environment where every child is valued. Our aim is for all children to enjoy their learning, achieve their potential, and become independent lifelong learners ready to engage with the modern world. We embrace a fully inclusive educational approach, ensuring equal opportunities for all and fostering an appreciation for religious and cultural differences.

Join us in our mission to create an excellent educational community that provides the highest quality teaching and learning, enabling our children to make strong progress, regardless of their starting point. Join us in providing an outstanding learning environment combined with a nurturing ethos in which each individual blossoms to be the best that they can be.

Mealtime Assistant vacancy

Montgomery Primary School is seeking a dedicated and enthusiastic Mealtime Assistant to join our team. This role is essential in ensuring that our pupils have a safe, enjoyable, and positive dining experience during meal times.

Key Responsibilities:

- Supervise pupils during lunch breaks, ensuring their safety and well-being.
- Assist pupils with their meals, promoting healthy eating habits.
- Encourage positive social interactions and good manners at the dining table.
- Maintain cleanliness and organization in the dining area.
- Support pupils with any dietary needs and ensure inclusivity.

Essential Attributes:

- **Patience and Understanding:** Ability to work with children of various ages and backgrounds, showing empathy and support.
- **Strong Communication Skills:** Clear and effective communication with pupils, staff, and parents.
- **Team Player:** Willingness to collaborate with other staff members to create a positive environment.
- **Reliability:** Punctual and dependable, ensuring that meal times run smoothly.
- **Positive Attitude:** A friendly and approachable demeanor that encourages pupils to feel comfortable and valued.

Qualifications:

- Experience working with children is preferred.
- A commitment to promoting a safe and inclusive environment for all pupils.
- Good written and oral English

If you are passionate about supporting children's development and well-being, we would love to hear from you!

Please complete a **Support Staff application form** which can be found on our website [Montgomery Primary School | Exeter](#).

Please send your completed application form back to Lisa Shepherd lshepherd@montgomery.school by the closing date. Please call on 01392 285240 if you have any questions.