



GLENROY SPECIALIST SCHOOL

Mealtime Assistants- We're hiring in 2027!

Passionate about working with children aged 5-18 with a disability? We are looking for five Education Support Staff to join our passionate, dedicated and fun team. You will be working in a supportive environment alongside speech pathologists, physiotherapists, teachers, nurses and education support staff to create an engaging and optimal learning environment for students while participating in our mealtime program.

You will see a wide variety of conditions, including cerebral palsy, spina bifida and Angelman's syndrome. Full training is provided by our therapists and ongoing professional development is supported.



Roles and responsibilities

- Work from 11.45 am to 1.45 pm each school day
- Follow training and specific instructions to provide mealtime assistance to students on a one to one basis or a small group
- Participate in school specific professional development activities
- Pushing children in wheelchairs. This includes engaging and disengaging brakes, transferring students to and from buses to learning spaces or supporting students walking
- Lifting and hoisting students according to established profiles
- Transferring students into standing frames, walking frames, onto bikes and into classroom furniture
- Physically supporting students in walking and bike riding programs
- Physically supporting and working with students in classroom programs
- Supporting student communication including using specialised equipment
- Preparation of teaching aides and equipment
- Mealtime Assistance
- Cleaning & restocking of student equipment or school equipment
- Undertake other duties as directed by principal or principal's delegate.
- Assisting students with personal care when necessary

WHO CAN APPLY?

- Hold an employee Working with children check or be willing to obtain one.
- Are willing to undergo training as provided by our therapists
- Have 2 referees

Please send applications with addressed selection criteria to the email below.

QUESTIONS?

For more information, contact Aynsley Frazier at 03 9304 2263 or aynsley.frazier@education.vic.gov.au.

Glenroy Specialist School



Glenroy Specialist School is one of four schools in Victoria specialised for students with physical disabilities and significant medical needs. Current enrolment numbers are 168.6 EFT with students ranging in age from 5 to 18 years.

The school boasts a purpose-built facility designed to optimise student learning outcomes and maximise their health and wellbeing. Divided into three sub-schools: Junior, Middle and Senior, classes are structured to cater for learning levels. Teaching and supports are differentiated to accommodate students' individual communication and access. Specialist teaching spaces include the arts precinct, library and hydrotherapy pool.

Glenroy Specialist School has a large and complex staffing profile of over 200 staff. Roles across the school include the leadership team, teachers, classroom education support staff, personal care assistants, mealtime assistants, administration and grounds staff and allied health staff. The school operates a Team Around the Learner model where all stakeholders work in a collaborative manner with the student at the centre. All staff participate in personal care programs and are involved in manual handling.

Our vision to educate in an inclusive, respectful, compassionate and creative learning environment provides the opportunity for students and members of our community to feel empowered, happy, resilient and proud. The school values of Respect, Inclusion, Compassion and Creativity underpin work across the school. The school motto 'Working Together to Achieve' recognises the importance of strong partnerships, internally and with external agencies, that contribute to the success of students and the school community.

Mealtime Assistant Roles & Responsibilities



An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

- Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.
- Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.
- Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications and/or training, including roles where further training must be undertaken from time to time. The role is for a specific purpose, for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.
- Technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science, and information technology would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialised student/teacher support tasks, or technical tasks as experience in the role is gained.

Selection Criteria



1. Demonstrate understanding of the implications of giving mealtime assistance to students with severe physical and multiple disabilities.
2. Demonstrate skills to work effectively as a member of a team.
3. Demonstrate an understanding of ways to communicate with students who have significant physical and multiple disabilities.

Salary is paid at a rate of a Education Support Class Level 1 Range 2.

(Includes paid school holiday leave.)

Applications close 17th November 2026

HOURS OF EMPLOYMENT

MONDAY TO FRIDAY

11.45 AM -1.45 PM