

# MEALTIME ASSISTANTS- WE'RE HIRING!

Glenroy Specialist School provides a stimulating, caring and safe learning environment for students with physical disability and/or significant health impairment who require regular paramedical support and we are looking for mealtime assistants to join our compassionate, dedicated and fun team! You would be working in a supportive environment within a large team of teachers, education support and allied health to support our students safety and independence during mealtimes.

## WORK HOURS

Mealtime Assistants at Glenroy Specialist School work 11:45 AM to 1:25 PM Monday to Friday and receive paid school holiday leave



## WHO CAN APPLY?

Anyone holding or willing to obtain a Victorian Employee working with children check, who can provide two employee referees and is willing to undergo onsite training as provided by our therapy team.

## HOW TO APPLY:

Apply via <https://www.vic.gov.au/school-jobs> or email your CV and Selection Criteria to [glenroy.ss@education.vic.gov.au](mailto:glenroy.ss@education.vic.gov.au) by Wednesday, 13<sup>th</sup> August 2025.

SEE NEXT PAGE FOR DUTIES AND SELECTION CRITERIA.  
FOR MORE INFORMATION CONTACT AYNLEY FRAZIER ON 03 9304 2263 OR EMAIL  
[AYNSLEY.FRAZIER@EDUCATION.VIC.GOV.AU](mailto:AYNSLEY.FRAZIER@EDUCATION.VIC.GOV.AU)

<https://www.glenroyss.vic.edu.au/>







# *SELECTION CRITERIA*

1. Demonstrate successful experience in working as a team to support students with significant physical and multiple disabilities to engage in classroom learning and to actively participate in all school programs.
2. Demonstrate the ability to communicate effectively with a range of individuals including teachers, therapists and students including the ability to accept direction and feedback.
3. Demonstrate a high level capacity to work in an aquatics program with students who have multiple disabilities and the understanding of the important considerations when doing this work.
4. Demonstrated ability to be physically involved in programs across the school including aquatics, physiotherapy, mobility training, manual handling and student personal care as required.

## *RESPONSIBILITIES*

With the necessary training, teacher assistants are expected to undertake duties that include:

- Work from 11.45 AM until 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.
- Supervise and assist students during mealtimes supporting their safety and independence according to their individual needs determined by their therapy and teaching team.
- Prepare students' meals from home according in accordance to their individual mealtime profiles
- Maintain cleanliness and hygiene of student mealtime areas, food preparation areas and student mealtime equipment.
- Participate in school specific professional development activities
- Pushing children in wheelchairs including engaging and disengaging brakes.
- Lifting and hoisting students according to established profiles
- Transferring students into standing frames, walking frames, onto bikes and onto classroom furniture
- Physically supporting students in walking programs
- Physically supporting and working with students in classroom programs
- Supporting student communication including using specialised equipment
- Mealtime assistance
- Undertake other duties as directed by the principal or principal's delegate