



Maldon Primary School

Wantz Chase, Maldon, Essex CM9 5DQ

Telephone (01621) 853409

Website: www.maldon.essex.sch.uk

Email: admin@maldon-tkat.org

Headteacher - Mrs. Eileen Thorn



Job Description Catering Midday Assistant

Post Title: A	Catering Midday Assistant (Band 1 – Permanent)
School:	Maldon Primary School
Scope :	<p>To be available to work specified hours below term time only and staff training days (INSET days) as a Catering Midday Assistant.</p> <p>Specific hours :</p> <p>Monday : 11:30 – 1:30pm</p> <p>Tuesday: 11:30 – 1:30pm</p> <p>Wednesday: 11:30 – 1:30pm</p> <p>Thursday: 11:30 – 1:30pm</p> <p>Friday: 11:30 – 1:30pm</p> <p>Total hours : 10 p/w</p>
	<p>To assist as directed, with all aspects of the presentation of food and beverages to the standards required by the school.</p> <p>To administer any care, medical needs or personal needs, attending to bodily spills.</p> <p>To support children with structured lunchtimes and attend to their care needs.</p> <p>To work in partnership with Learning Support Assistants within the school supporting, codes of practice and school policies and procedures.</p>
Responsible to:	The Headteacher
Responsibilities	<ul style="list-style-type: none">• Receiving meal deliveries, and preparation for service at the correct temperature.• Serving children, staff and guests at the counter/ from a trolley.• To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware, dishwasher, emptying bins etc. as directed.• During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.• To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.• To attend training activities and/or meetings as required.

- Occasionally, to assist with special functions at the school which may be outside of normal working hours.
- To report any children, staff or guest comments or complaints and take any necessary remedial action if appropriate.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Develop an understanding of specific dietary needs and allergens and organise provision of appropriate meals.
- Establish positive relationships pupils and staff within the school.
- Undertake general administrative tasks associated with Catering Midday Assistant and provision.
- Be involved in planning, organising and implementing dinner plans, where appropriate liaising with school meal provider.
- Promote the inclusion and acceptance of children with special needs within the school ensuring access to meals.
- Promote positive pupil behaviour in line with school policies and help keep meal times a sociable occasion with appropriate manners being expected.
- To keep accurate records
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid and attending to bodily spills.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- To understand and apply school policies in relation to health, safety and welfare
- Take an active role in the preparation, maintenance and control of stocks of materials and resources required.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and with the School's Equal Opportunities Policy
- Be committed to safeguarding and promoting the welfare of children and young people.

	<ul style="list-style-type: none">• Support and uphold the school's aims, ethos and policies.• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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