



Job Description - Catering Midday Assistant

Name:

Responsible to: The Headteacher,

Band: 10 Hr/Wk, 44.3 Wk/Yr, LGPS Scale 2020 | Scale 1 | Point 1

Time: 11:30 am to 1:30 pm Monday to Friday

Responsible for:

- To assist as directed, with all aspects of the presentation of food and beverages to the standards required by the school.
- To support children with structured lunchtimes and attend to their care needs.
- Supporting children with structure lunchtimes and attend to their care needs.
- Administering any care, medical needs or attending to bodily spills in dinner hall.
- To work in partnership with Learning Support Assistants within the school supporting, codes of practice and school policies and procedures.

Purpose:

- To work in partnership with Learning Support Assistants and Class Teachers to support a smooth running of the dinner hall and meal provision to children and staff.
- To assist the Headteacher and the Leadership Team in the overall management of the dinner hall.

Key Responsibilities:

- To support the work of the SENCO with pupils with Special Educational Needs during dinner service.
- Establish positive relationships with pupils.
- Promote the independent skills of pupils in the dinner hall.
- Promote the inclusion and acceptance of all pupils, including those with special educational needs.
- To undertake general administrative tasks associated with dinner service.
- 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.
- To respect confidentiality at all times
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- Be aware of and comply with policies and procedures relating to Child Protection and all aspects of Safeguarding.
- Such other duties as may be required by the Headteacher.
- The duties are neither exhaustive nor exclusion and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
- 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.

- 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.
- 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.
- Be involved in planning, organising and implementing dinner plans, where appropriate liaising with school meal provider.
- Take an active role in the preparation, maintenance and control of stocks of materials and resources required.
- Attend relevant school meetings as required.

Communications

- To communicate effectively with the parents of students, students, staff and other stakeholders effectively.

Staff Development and Wellbeing

- To take part in the school's CPD programme when required
- To engage actively in the Performance Management Review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Care Guidance and Support

- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To apply the Behaviour policy so that effective learning can take place.

General Duties

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate.

Health and Safety

- Have due regard for the school Health and Safety policy and any such issues particular to their subject.
- Follow school procedures for reporting Health and Safety incidents.
- Familiarise themselves with fire regulations and procedures.
- Have due regard for student safety and report any concerns to the appropriate school body.

Accountability and discretion

- To take and be accountable for all decisions made within the parameters of the job description

Standards

- The standards of the post holder will be measured through the School Performance management system by setting targets linked to this job description and the generic role. The job description will be reviewed annually at the Performance Management meeting.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Signed:

Date:

_____ Post Holder

Date:

_____ Line Manager

Date:

_____ Head of School

Last update September 2020