

# Chapel Hill Primary School & Nursery

## JOB DESCRIPTION

- Title of Post:** General School Support Assistant
- Salary Scale:** Scale 1 Point 2
- Hours:** 9:00 am - 2:45pm, Monday to Friday (with a 15-minute unpaid break)  
27 hours and 30 minutes per week, term-time only
- Responsible to:** Headteacher
- Purpose of Job:** To provide general school support, as required.

### General Duties:

- Preparing dinner tables, trays, and cutlery for school meals service.
- Preparing drinks for lunchtime service.
- Serving school meals which are prepared off-site.
- Washing-up children's dinner trays and cutlery and any serving containers and utensils.
- Assisting and supervising at playtime and lunchtime (after food service is complete), ensuring the children's safety and wellbeing.
- Monitoring stock levels and preparing tuck for sale at breaktime.
- Supporting the morning cleaner and Site Manager by completing general daytime cleaning tasks i.e. hoovering carpets and dealing with spillages etc. in dining hall.
- Assisting the Receptionist/Administrator with the delivery of parcels around the school and nursery and other ad hoc tasks.
- Assisting the Headteacher/Site Manager with ad hoc tasks, as necessary.
- Maintaining high standards of behaviour, in line with school policy and procedures and following school routines.
- Implementing the school's safeguarding policy, health and safety protocols and fire-drill/lockdown procedures correctly.

Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Mrs Susan Jackson

Date: \_\_\_\_\_

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out other appropriate duties as required by the Headteacher. Duties may be varied to meet changed circumstances in a manner compatible with the post held and the competence of the post holder.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.