



## Job Description

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**Job Title:** Dining Room Manager

**Scale:** Grade 3

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### Reporting Arrangements

The post holder will report to the Extended School Coordinator and School Business Manager.

### Main Purpose of the Job:

- To effectively manage the lunchtime service and lead and assist in the development of Lunchtime Organisers.
  - To ensure a safe and positive environment during lunchtime sessions.
  - Take responsibility for promoting and safeguarding the welfare of all children within the school.
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### Main Duties:

#### Supervision and Assisting Pupils Includes:

- To establish supportive and effective relationships with our lunchtime and catering team.
- To effectively lead the lunchtime team, ensuring quality of service.
- Ensuring the lunchtime team are given appropriate guidance.
- Liaise with cl• Carry out routine administrative tasks associated with Dining Room Manager Role e.g. photocopying, running errands, distributing documents etc.ass teachers, leaders and SLT to ensure all staff are aware of any individual pupil needs.
- To ensure that all pupils welfare and food needs are met through each lunchtime.
- To ensure all lunchtime staff are effectively engaging with our pupils and supporting their development during lunchtime.
- To take rapid action to provide support when difficulties become apparent.
- To follow the schools procedures for child protection, safeguarding, health and safety as well as confidentiality.
- A need to make concise, accurate and purposeful actions and judgements as issues arise through the lunchtimes.
- To develop an understanding of the specific needs of the children to be worked with.
- To meet with all supply staff at the start of any lunchtime session giving full direction of our expectations.
- To create a calm and welcoming environment in the dining hall and other areas.
- To actively engage and show interest in our pupils.



- To have organised dinner queues ensuring all pupils enter and exit the dining hall calmly.
- To assist pupils where appropriate with cutting up food and pouring water.
- To be aware of dietary and medical requirements.
- To ensure the dining hall is left clear and tidy.
- To administer basic first aid for minor incidents.
- Carry out routine administrative tasks associated with Dining Room Manager Role e.g. photocopying, running errands, distributing documents etc.

### **Health, safety and behaviour**

- Promote the safety and wellbeing of all pupils, raising and recording concerns in line with the school's safeguarding procedures.
- Be a positive role model and demonstrate consistently the positive school attitudes, values and behaviour, which are expected of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe environment.

### **Professional development**

- Take part in the school's appraisal procedures.
- Take part in further training required.

### **Communication**

- Communicate effectively with pupils and colleagues and follow the school's communication procedures.

### **Personal and professional conduct**

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

### **Other areas of responsibility**

- The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



### **Safeguarding:**

Beaver Road Primary School is committed to safeguarding and protecting the children that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.



## Person Specification

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### For this job we are looking for:

Ability to lead a team

To demonstrate an interest and involvement in working with children.

The ability to understand as well as supervise children.

Ability to understand instructions.

Ability to respond to everyday situations.

Ability to communicate with others.

### Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships.

Personal commitment to excellence in service delivery.

Desire to pursue own personal development and to undertake training as required.

Self-motivation and personal drive to complete tasks to required timescales and quality standards.

Discretion in dealing with confidential and sensitive issues.

Willingness to work flexibly and to undertake any other duties which contribute to the delivery of lunchtime service.

Be willing to consent to and apply for an enhanced disclosure to a DBS check.



**Additional clarification of requirements of the post include:**

**Safeguarding**

Is responsible for the protection and safeguarding of all children and displays a commitment to this.

Completed all relevant and statutory training and demonstrates qualities required to safeguard and promote the welfare of all children.

Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children.

**Promoting Equality and Diversity**

Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage.

Listen to contributions made to service development without prejudice.

**Care**

Listen and respond to children's needs, seeking out innovative ways of consulting and engaging them.

Network with others to develop services for the benefit of the children.

**Developing Self and Others**

Be willing to share learning and encourage others to do the same. Coach and mentor others.

Listen to others and respond to their needs. Apply a range of development activities to develop and train staff.

Strives for improvement and take responsibility for own development. Be self-confident and lead by example.