DEVONPORT HIGH SCHOOL FOR GIRLS
JOB DESCRIPTION
Mealtime Assistant

Job Title:	Mealtime Assistant
Scale:	Grade A, Point 3
Hours:	1.25 pm – 2.40 pm Monday to Friday, 38 weeks per annum. Attendance at Staff Training day in September each year. Flexible working to support school events.
Responsible to:	Catering Manager
Responsible for:	No line management responsibility
Job Purpose:	To assist with the organisation and supervision of students aged 11-18 on site at lunchtime.

RESPONSIBILITIES

Supervision of dining areas:

- Prepare and/or reinstate the area as necessary at the beginning and end of the lunch period.
- Supervise the lunch queue ensuring that students enter the area in an orderly manner and according to the school's guidelines.
- Supervise return of used crockery and cutlery by the students.
- Ensure that students leave the tables clean for next occupants.
- Operate the till as required to relieve any 'bottle neck'.
- Assist catering team as required.
- See that any spillage is removed quickly.

General:

- Encourage good standard of behaviour from students on site at lunch-time.
- Monitor the safety of students by walking around the site and buildings. Enter classrooms to check activities and behaviour. Years 7 to 11 remain on site during the lunch break. Only Years 12 and 13 are allowed off site.
- Alert the Catering Manager of health and safety hazards.
- Attend to minor accidents and report them immediately to the main school office.
- Ensure litter from packed lunches is placed in litter bins and all cutlery/crockery is returned to the kitchen.
- Ensure the dining room is left clean and tidy including the floor and table tops.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined. Agreed changes of a permanent nature shall be incorporated into the job description in specific terms.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

PERSON SPECIFICATION

The post-holder should have:

- Ability to organise students
- Ability to supervise students and ensure their safety
- Good communication skills – able to effectively talk to students and colleagues
- Ability to think on their feet

The post-holder should be:

- Well organised
- Calm and positive
- Flexible in approach
- Willing to undertake First Aid and Food Hygiene training (desirable)
- Willing to undertake any other training required

The post will be subject to requirements of the Rehabilitation of Offenders Act 1974, and as it includes access to children, an enhanced Disclosure Barring Check.

Signed: …… Date: ……..
Post holder

Signed: …….. Date: …….
Head Teacher

Devonport High School for Girls is a state funded academy with a selective intake
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