Devonport High School for Girls

Opportunity – Nurture - Achieve



Information Pack

Meal Time Assistant

(Part Time, Permanent)

Dear Applicant



Thank you for your interest in the position of Meal Time Assistant at Devonport High School for Girls (DHSG). I am very proud to be the Head Teacher here in a school where the staff and I value each and every young person as an individual and support them on their journey into adulthood. At Devonport High School for Girls, our mission is to ensure that all of our students receive an exceptional educational experience, through a wealth of opportunities within a nurturing environment, leading to outstanding achievements. This is an exciting time to join our school on our continuing journey to fulfil our mission.

Our teachers, support staff and Trustees are all committed to the DHSG mission and strive to ensure that it becomes a reality for our students. DHSG has a long tradition of excellence and was founded in 1908. We are proud of our history, but our main focus is looking to the future. We are a 21st century grammar school, whilst retaining the best academic traditions. We look after our staff at DHSG and have systems in place to support and develop our colleagues, including wellbeing. For example, we have an additional week for half term for all staff in October/November, which is paid.

Applicants for this role should be well organised and calm, and be able to think on their feet. Good communication skills are essential as the role involves plenty of interaction with students and colleagues.

The role is for 6 hours and 15 minutes per week, during term-time only (38 weeks per year). The hours of work will be Monday – Friday, 1.25pm – 2.40pm. The salary is Grade A, Point 2 (£24,796 FTE, actual salary £3,510). The successful candidate will be expected to attend the staff training day in September each year.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

In this applicant information pack, you will find a Job Description, and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,

Lee Sargeant
Head Teacher

The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.



Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gydnia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.

The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 960 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Director of Finance and Resources, Deputy Head Teacher and five Assistant Head Teachers. There are also members of an extended leadership team, which include seven Associate Senior Leaders (SENDCO, Lead Practitioner and five Heads of Faculty).

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.
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 published mealtime rota.
- To operate the tills and facial ID payment system.
- Ensure that hot food purchased in the canteen is eaten in the dining room and not at other points around the school.
- Supervise return of used crockery and cutlery by the students.
- Ensure that students leave the tables clean for next occupants.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.

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.
- Check authorisation of students wishing to leave the school site.
- 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

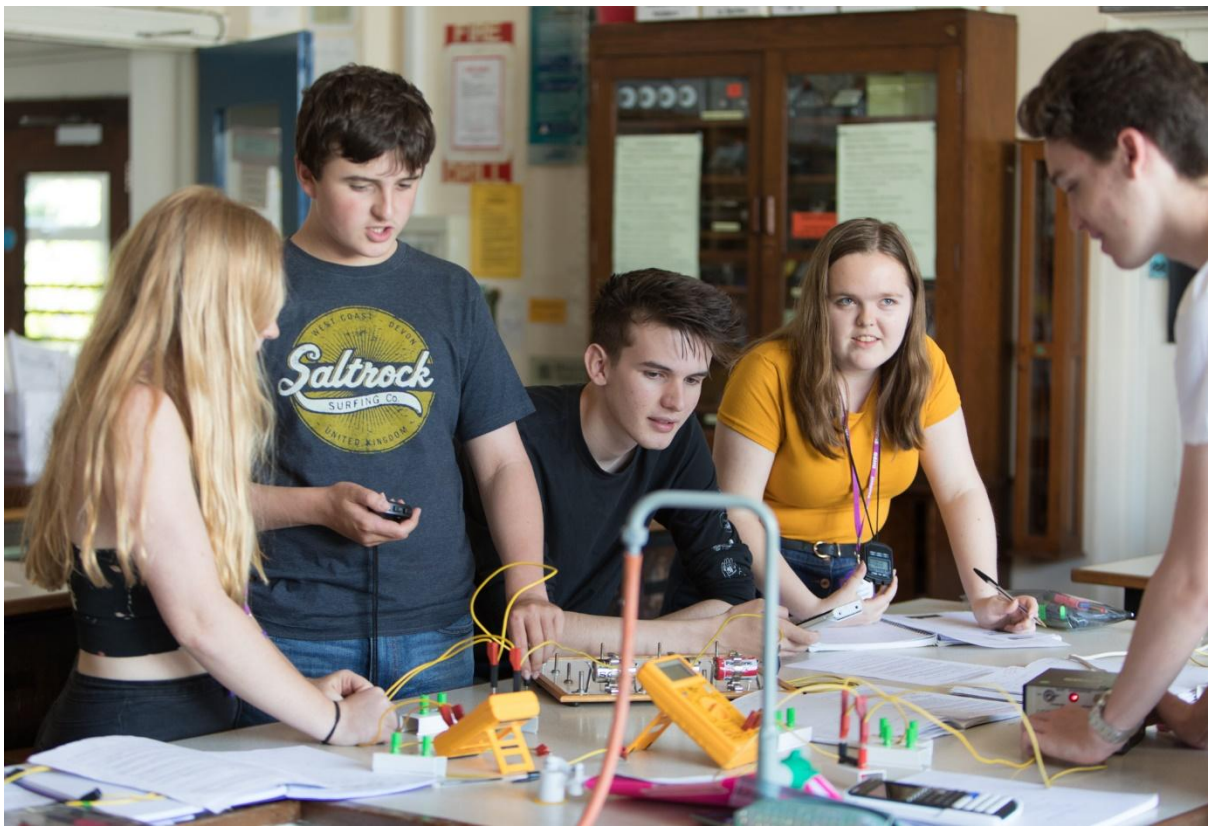
The post-holder should have:

- 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 training (desirable)

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 (previously known as a Criminal Record Bureau (CRB) check) is required.



How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

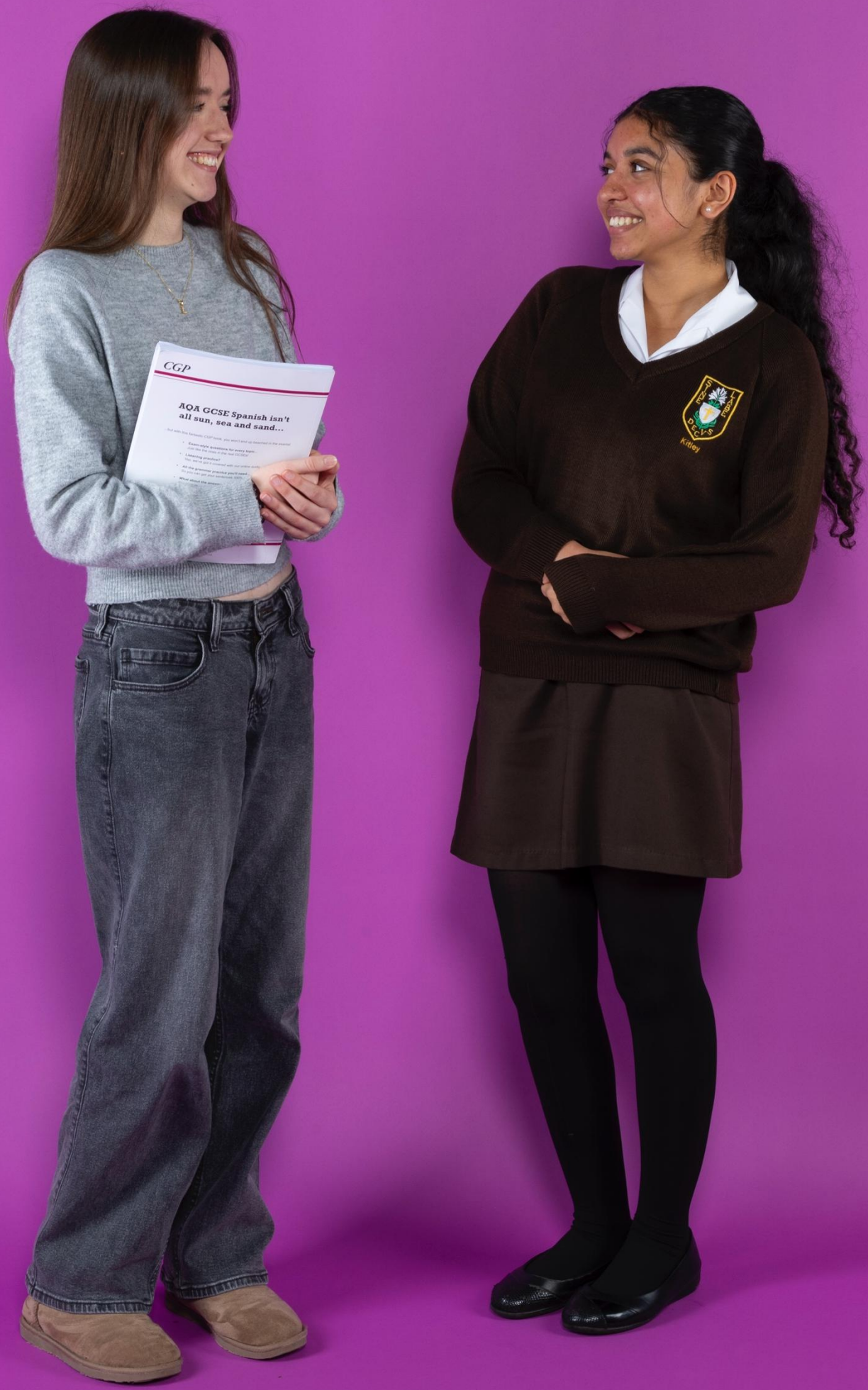
Applications for this vacancy must be received by 9am on Friday 20 November 2026. Interview date to be confirmed.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy
Personnel Manager
Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
Devon
PL2 3DL

T: 01752 705024
E: recruitment@dhsg.co,uk

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657



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