Job Description

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| Post | **Mealtime Supervisor/Server** |
| Pay Scale | Grade 2 SCP 2 – 4 (£11.59 per hour to £11.98 per hour) |

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

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| **High Standards** | * To provide outstanding domestic services to the school * To work under the relevant health and safety regulations (Health and Safety at Work Act 1974) * To store cleaning materials safely * To have pride in your work * To report concerns to the Assistant Principal * To show discretion with confidential information |
| **Daring to Dream** | * Use your own initiative * Think outside the box * To attend relevant training * Set yourself challenging targets * Find opportunities to learn from others * Find solutions to day to day issues |
| **Traditional Values** | * Update communication systems regularly * Demonstrate positive attitudes and behaviours * Lead by example by having excellent attendance, complete timesheets and records * Treat others with dignity and respect |
| **Success** | * Maintain cleanliness of materials/food store in Catering Room * Complete daily cleaning rota * To be flexible in your approach to work * Effectively safeguard students * Ensure the school is ready for staff and students to use * To work as part of a team |
| **Personalised Support** | * Provide specific support to others in the site team * To supervise a small number of students at mealtime in a separate room to other students * Demonstrate positive relationships with others * Make students feel comfortable eating together * Support the Head of Operations with additional duties as required |

Personal Specification

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| Skills | Assessed |
| Qualifications   * Training in use of chemicals and cleaning products * Food Hygiene qualification * Health and Safety Training * Safeguarding Training | AF  AF  AF  AF |
| Experience   * Experience in a cleaning role in a school or other similar setting * The ability to handle cleaning equipment and products safely * Ability to prepare food safely * Experience in working quickly under pressure * The ability to work without supervision * Upholding the ethos and values of the school | AF  AF  AF  AF  I  I |
| Knowledge   * Follow school policies and procedures * Is systematic and methodical * Is organised and an excellent time keeper * Understanding of the needs of the school in terms of cleanliness and functionality * Good Literacy and Numeracy skills | I  I  AF  AF  AF |
| Leadership   * Strives for perfection and has a good attention for detail * Has excellent communication skills * Understands the importance of collaboration in a small team * Will ensure supplies are maintained * Will ensure equipment is in good working order * A willingness to lock/unlock building (including alarm) as required | T  AF, I  I, R  AF  AF  I |
| Systems   * Will log communication with Line Manager as required * Completion of daily cleaning log * Reporting of any Health and Safety or Safeguarding concerns correctly and accurately * To show a flexible approach to working | R  I  I, R  I, R |

*AF – Application Form, I – Interview, T – Task, R – Reference*

***Children and Lifelong Learning – HR***

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:***

* ***Motivation to work with children and young people.***
* ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
* ***Emotional resilience in working with challenging behaviours and***
* ***Attitudes to use of authority and maintaining discipline.***

***Our Safeguarding Policy can be viewed on our website:*** [***www.ladderschool.org***](http://www.ladderschool.org)