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
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| **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
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| **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
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| **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
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| **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
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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
 | AFAFAFAF |
| 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
 | AFAFAFAFII |
| 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
 | IIAFAFAF |
| 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
 | TAF, II, RAFAFI |
| 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
 | RII, RI, 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)