

JOB DESCRIPTION

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| Title of Post: | Midday Assistant |
| Grade/Hours | 38 working weeks per year (43.1 paid weeks) Hours: 11.45am to 1.15pm – Mon & Fri Term Time Only |
| Responsible to: | Lunchtime Supervisor |
| Job Purpose: | To perform a variety of tasks associated with food services in the school kitchen. |

DUTIES

- Prepare the food counters and dining area ready for break and lunch time service.
- Assist with the service of hot and cold food and beverages.

OTHER EXPECTATIONS

- To act on direction from the Lunchtime Supervisor throughout the shift, in a safe and purposeful manner.
- To perform all tasks in a safe and hygienic manner.
- To work with all members of the catering team and adopt a positive attitude and approach at all times.
- To be able to work on your own in some aspects of the job and to be able to perform well under pressure.
- To be able to resolve any issues without direct supervision.
- To be able to prioritise and organise tasks and see them through to completion.
- To maintain professional standards with both staff and students at all times.

GENERAL

All staff at Oaklands Infant School are expected to:

- participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager;
- comply with individual responsibilities, in accordance with the role, for health and safety in the workplace;
- Ensure that all duties and services provided are in accordance with the school's equal opportunities policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Oaklands Infant School welcomes applications from those of all backgrounds, faiths and ethnic groups.

(March 2019)

MIDDAY ASSISTANT – PERSON SPECIFICATION

| General heading | Detail | Examples |
|--|---|---|
| Qualifications & Experience | Specific qualifications & experience | Experience of working in a catering team at a large site Relevant Qualifications |
| | Knowledge of relevant policies and procedures | Knowledge of First Aid Understand general school policies and procedures |
| | Literacy | Good reading and writing skills |
| | Numeracy | Ability to count and undertake mathematical calculations |
| Communication | Written | Good written skills |
| | Verbal | Ability to convey information clearly |
| | Languages | Seek support to overcome communication barriers with children and adults |
| Working with children | Behaviour Management | Understand the school's behaviour management policy |
| | Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Ability to make a proactive contribution to the work of the school team Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with others |
| | Team work | Ability to make an distinctive contribution to the work of a team |
| Responsibilities | Organisational skills | Excellent organisational skills Ability to remain calm under pressure |
| | Time Management | Ability to manage own time effectively Demonstrate a flexible approach |
| | Creativity | Demonstrate ability to resolve problems independently |
| General | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Understanding of Health & Safety regulations |
| | CPD | Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance |