



Job Description & Person Specification Midday Assistant

Line Manager: Senior Leadership Team

Job Purpose

Under the reasonable direction of the Senior Leadership Team, carry out the duties of a Midday Assistant as set out in the current school policies. Uphold the professional code of conduct. Support school in accordance with the ethos, organisation and policies of the school as a fully committed member of staff as detailed in the specific duties and core standards below.

Main Tasks

1. To take responsibility for the standard of cleanliness and hygiene of premises and equipment
2. To positively encourage good behaviour and table manners and hygiene
3. To assist when necessary in the ordering of food and other commodities required from designated suppliers
4. To actively supervise the dining room procedures:- - carrying of meals to the table - assisting with the service at the table - training children in the correct use of cutlery - clearing and stacking table equipment and serving dishes - wiping and re-setting tables if necessary - cleaning up food and water spillages on tables and floors
5. To be responsible for ensuring the safety, welfare and good conduct of pupils whilst in the dining room
6. To follow the schools absence policy in the case of absence due to illness
7. To ensure that the catering service runs efficiently
8. To maintain standards of Kitchen and personal hygiene and health and safety and operate to the standard required by the statutory health and hygiene regulations
9. To attend any of the job training sessions as required
10. To administer first aid in the case of a minor accident acting on the advice of the registered first-aider. Record accidents in the first aid record and report serious accidents to the Head Teacher
11. To liaise with the Head Teacher and teaching staff of the school in dealing with problems arising from pupil behaviour and any other matters of concern
12. To contribute as a member of a team to the ethos and environment of the school
13. To adhere to need for confidentiality at all times

14. To perform such other duties as reasonably requested by the Head Teacher or Senior Leadership Team.
15. To deal with telephone enquiries in a professional and courteous manner

General

1. To ensure that professional and good levels of communication are maintained with staff at all times
2. To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
3. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.

Food Safety

1. To ensure compliance with Food Safety and Health & Safety Legislation
2. To ensure that stock is rotated correctly (e.g. First In, First Out) - to prevent foodstuffs from becoming out of date
3. To check deliveries to ensure that the orders are correct and conform to the necessary quality. Also to ensure that any errors are reported immediately and rectified
4. To ensure that all food temperature charts are completed on a daily basis (delivery, fridge & freezer, core cooking, hot holding, cooling etc.)
5. To ensure that food wastage is minimised and a record kept of all food wastage
6. To ensure a high standard of cleanliness within the kitchen and all dining areas
7. To ensure that a high level of hygiene is maintained by all staff in the kitchen at all times & that protective clothing is worn throughout the catering operation

Accountability

The Midday Assistant will be immediately responsible to the Deputy Head Teacher.

As a member of staff at Waterloo Lodge School you will:

- a) fulfil all aspects of the main tasks identified on your job description
- b) fulfil all aspects of the job activities identified on your job description
- c) fulfil the following generic aspects:-
 - conduct themselves in a professional manner
 - adhere to the school dress code
 - to complete paperwork as and when required

Working Time

- 1 Working hours are between 11:30am – 2:00pm Monday to Thursday term time only plus INSET Days

Salary & Conditions

In accordance with Waterloo Lodge School Pay Scales and Conditions of Service.

Essential

- Good standard of personal hygiene
- Ability to work as part of a team
- Flexible approach to working
- Ability to build relationships with children & young people
- Resilience
- Ability to work on own initiative
- Willing to undertake training
- Ability to prioritise tasks

Desirable

- Awareness of Health and Safety
- Full driving licence