

BOROUGH OF POOLE



JOB DESCRIPTION

Job Title:	Midday Assistant Level 2 (Hot Meals)
Job Reference:	SCH017
School:	Bishop Aldhelm's CE VA Primary
Salary Grade:	PGD
Responsible to:	Head Teacher
Responsible for:	N/A

Main Job Purpose

- 1) Ensure compliance with the service provider regulations around food service including undertaking data entry /analysis and recording.
- 2) Support the Dining Room/Midday Supervisor Assistants with the serving of meals during lunchtime.
- 3) Support the Dining Room/Midday Supervisor Assistants with behaviour management during the lunchtime period.
- 4) Act as an important link between the team of Dining Room/Midday Supervisor Assistants and the Headteacher (or designated member of staff).
- 5) Ensure the safety, general welfare and conduct of pupils during the midday break period.

Main Responsibilities and Duties

- 1) Manage orderly, safe, hygienic and educational arrangements for pupils during the lunch period.
- 2) Organise and control the deployment of Dining Room/Midday Supervisor Assistants.
- 3) Report staff absences to the Headteacher.
- 4) Ensure that the behaviour of the children is monitored at all times, in conjunction with the school's policy on discipline and behaviour. Refer to the Headteacher where necessary.
- 5) Ensure that satisfactory arrangements have been made to cope with any serious incidents that may arise during the lunch break, and report these to the Headteacher as soon as possible.

- 6) Contribute to the supervision of pupils, pupil behaviour induction and training of newly appointed Dining Room/Midday Supervisor Assistants.
- 7) Support the school's first aid procedures by reporting any and every accident/injury to the identified First Aider who will record the incident.
- 8) Be accessible to the children in the area of the school allocated to supervise, circulating throughout that area and also taking up viewing positions that allow maximum visibility.
- 9) Maintain an organised and up to date filing system, ensuring records which demonstrate compliance with service provider regulations are maintained.
- 10) Ensure sufficient stock and equipment levels are maintained, placing orders with the finance office as needed and in accordance with ordering procedures.
- 11) Use ICT systems to contact external meals provider.
- 12) The post holder will be required to assist in the organisation of hot meal taster sessions and other such school meal related events.
- 13) The post holder will be required to make contact with service providers on a range of non-contentious issues and act as appoint of first contact for service providers on food service related matters.
- 14) Complete any necessary documentation required by the school in relation to incidents occurring during the lunchtime break period and to participate in review meetings, as required.
- 15) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all the teaching areas and taking appropriate action should the need arise.
- 16) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- 17) Support the school's health and safety procedures by informing the school office of any hazardous and potentially hazardous situations observed during the period of duty.
- 18) Ensure that children return to their work area at the end of the lunchtime period.
- 19) Ensure that children do not leave the school without permission confirmed by the school office.
- 20) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 21) Comply with all decisions, policies and standing orders of the school and the Borough of Poole; comply with any relevant statutory requirements, including Equal

Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

- 22) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- 1) Supervise the Dining Room/Midday Supervisor Assistant team in respect of effective deployment.
- 2) Assist Dining Assistants/Midday Supervisors with pupil behaviour.
- 3) Responsibility for ensuring the supervision of pupils is appropriate.
- 4) No responsibility for appraisals and disciplinary matters.
- 5) Excellent understanding of Child Safeguarding issues.

Knowledge and Skills

- 1) No formal qualifications or previous experience required, but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils and a sensitivity to pupils' needs is important.
- 2) Good supervisory skills necessary.
- 3) Ability to manage pupil behaviour.
- 4) Knowledge of appropriate school policies and procedures.
- 5) Food Hygiene certificate
- 6) The post holder must be able to work under their own initiative, and must have good organisational and interpersonal skills.
- 7) The post holder must be able to demonstrate a high level of trust and integrity and maintain confidentiality.

Creativity and Innovation

- 1) The postholder will follow school procedures, but may need occasional creative skills to deal with routine problems.
- 2) The post holder will need to be able to effect behaviour management strategies. This is to assist Dining Room/Midday Supervisor Assistants in dealing with particularly difficult behaviour or resolving problems.

Contacts and Relationships

- 1) There is a high level of interaction with individual and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 2) Contact with external catering providers.
- 3) The post holder will work as a co-operative member of the team of Dining Room/Midday Supervisor Assistants, liaising as necessary with other school staff.

Decisions

- 1) The post holder will have some limited discretion to make decisions within an agreed framework of established alternatives.
- 2) The post holder will be required to contribute to the management of Dining Room/Midday Supervisor Assistants.

Resources

- 1) The post holder will be responsible for the proper use and safekeeping of catering equipment (serving utensils, dining utensils, tabards, trolleys and microwaves).
- 2) If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained at an appropriate standard.

Work Environment

- 1) The post may require moderate physical effort, as some movement of furniture/equipment may be required.
- 2) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.

Prepared by: Human Resources
Date: September 2008

Update by: School
Date: January 2015

BOROUGH OF POOLE
PERSON SPECIFICATION



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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Experience in supervising children in a school environment 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • GCSE level or equivalent qualifications or experience • Food Hygiene trained • Knowledge of first aid procedures would be helpful 	Application form Certificates Interview
Aptitudes and Abilities	<ul style="list-style-type: none"> • Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs • Good supervisory skills • Good interpersonal skills • Discretion and sensitivity • Ability to work under own initiative • Computer literate • High level of attention to detail • Good organisational skills • Ability to manage some challenging behaviour from pupils • Effective behaviour management strategies to support Dining Room/Midday Supervisor Assistants in dealing with difficult behaviour or resolving problems • Ability to handle confidential information with discretion 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Competent in data entry/analysis and reporting requirements • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self motivated 	Application form Interview

	<ul style="list-style-type: none">• Team player	References
Other Factors	<ul style="list-style-type: none">• Commitment to Equal Opportunities• Enhanced DBS check	Application form Interview References DBS process