

HOLY FAMILY CATHOLIC SCHOOL

JOB DESCRIPTION: Midday Assistant

REPORTING TO: Deputy Headteacher

HOURS 6 ¼ Hours Per Week (Monday to Friday) Term Time

SALARY SCALE Pt 3 (£3,835 pa)

To operate the meals break supervision service to the school under the direction of the Deputy Headteacher/Assistant Headteacher, with particular reference to the duties outlined in the job description below.

Main duties:

1. Supervise students during meal breaks, currently 1.10pm – 2.25pm.
2. Ensure that students' behaviour is monitored and reported to the Deputy Head if appropriate.
3. To maintain the dining hall in a tidy condition, including clearing and stacking of crockery, cutlery, wiping and stacking dining tables, sweep dining area, etc
4. Support other staff as required and ensure the dining hall is left clean and tidy after each lunch session.
5. Implement school policies, with particular attention being paid to Equal Opportunities and Health & Safety.
6. Any other duties commensurate with this post, including supervision of students elsewhere within the school.

This post is subject to an enhanced DBS disclosure.

HOLY FAMILY CATHOLIC SCHOOL

PERSON SPECIFICATION

HOLY FAMILY CATHOLIC SCHOOL

Job Title: Midday Assistant

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the shortlisting and interview process for this post.

Those categories marked “E” will be used especially for the purpose of shortlisting.

Category	Essential	Desirable
<i>Job related knowledge/aptitude/skills</i>		
<i>Knowledge of:</i>		
Meals break procedures	E	
Food safety practices		D
<i>Aptitude:</i>		
Ability to prioritise own work	E	
To work professionally under pressure	E	
Ability to work with students aged 11-19	E	
To operate flexibly within the changing needs of the school	E	
<i>Skills:</i>		
Ability to operate portable tables	E	
Good inter personal communication skills	E	
Ability to retain confidential information	E	
<i>Qualities</i>		
<i>Education</i>		
Numeracy and literacy skills sufficient to produce work related information		D
<i>Personal qualities</i>		
Commitment to the delivery of a quality service	E	
Commitment to promoting the school within the community		D
<i>Physical</i>		
Generally must meet L.B. Waltham Forest requirements for this type of post	E	
<i>Equal Opportunities</i>		
Commitment to implement the Council’s Equal Opportunities Policy, and awareness of these issues.	E	