



Job Description

Post Title: Midday Assistant
Pay Scale: Point 1
Responsible to: Catering Manager
Hours of work: 12.20 pm to 1.35 pm Monday to Friday (term time)

Main Purpose of Post:

- To supervise students during the midday break as directed by the Catering Manager or senior member of staff.

Present Key Tasks to include:

- The supervision of students in the dining rooms, corridors and outside fields/areas as instructed by the Catering Manager.
- Managing queues and maintaining an orderly system as instructed by the Catering Manager.
- Cleanliness of tables and eating areas, cleaning and re-stocking of trays and cutlery.
- Promoting and marketing of the catering service and Driffield School and Sixth Form by maintaining good customer relations, and where appropriate issuing leaflets, encouraging secondary spending and encouraging healthy eating.
- Provide advice or assistance to inexperienced or new staff working within the team.

Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The post holder will be expected to work within the schools' policies and procedures.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Executive Principal appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the General Data Protection Regulation, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.

Name _____

Signed _____

Date _____