






Job Description

Post	Mealtime Supervisor/Server
Pay Scale	Grade 1 SCP 1 – 2 (£9.25 per hour to £9.43 per hour)

This post is subject to Green Book Staff Pay and Conditions. The postholder is expected to uphold the Professional Standards.

 High Standards	<ul style="list-style-type: none"> • To provide outstanding domestic services to the school • To work under the relevant health and safety regulations (Health and Safety at Work Act 1974) • To store cleaning materials safely • To prepare and serve food safely • To have pride in your work • To report concerns to the Head of Operations • To show discretion with confidential information
 Daring to Dream	<ul style="list-style-type: none"> • Use your own initiative • Think outside the box • To attend relevant training • Set yourself challenging targets • Find opportunities to learn from others • Find solutions to day to day issues
 Traditional Values	<ul style="list-style-type: none"> • Update communication systems regularly • Demonstrate positive attitudes and behaviours • Lead by example by having excellent attendance, complete timesheets and records • Treat others with dignity and respect
 Success	<ul style="list-style-type: none"> • Maintain supply of cleaning materials/food store • Complete daily cleaning rota • Complete food preparation and service • To be flexible in your approach to work • Effectively safeguard students • Ensure the school is ready for staff and students to use • To work as part of a team
 Personalised Support	<ul style="list-style-type: none"> • Provide specific support to others in the site team • Demonstrate positive relationships with others • Support the Head of Operations with additional duties as required



Personal Specification

Skills	Assessed
Qualifications <ul style="list-style-type: none"> • Training in use of chemicals and cleaning products • Food Hygiene qualification • Health and Safety Training • Safeguarding Training 	AF AF AF AF
Experience <ul style="list-style-type: none"> • Experience in a cleaning role in a school or other similar setting • The ability to handle cleaning equipment and products safely • Ability to prepare food safely • Experience in working quickly under pressure • The ability to work without supervision • Upholding the ethos and values of the school 	AF AF AF AF I I
Knowledge <ul style="list-style-type: none"> • Follow school policies and procedures • Is systematic and methodical • Is organised and an excellent time keeper • Understanding of the needs of the school in terms of cleanliness and functionality • Good Literacy and Numeracy skills 	I I AF AF AF
Leadership <ul style="list-style-type: none"> • Strives for perfection and has a good attention for detail • Has excellent communication skills • Understands the importance of collaboration in a small team • Will ensure supplies are maintained • Will ensure equipment is in good working order • A willingness to lock/unlock building (including alarm) as required 	T AF, I I, R AF AF I
Systems <ul style="list-style-type: none"> • Will log communication with Line Manager as required • Completion of daily cleaning log • Reporting of any Health and Safety or Safeguarding concerns correctly and accurately • To show a flexible approach to working 	R I I, R I, R

AF – Application Form, I – Interview, T – Task, R – Reference

Children and Lifelong Learning – HR

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

Our Safeguarding Policy can be viewed on our website: www.ladderschool.org

