**[http://www.westnorfolkacademiestrust.co.uk/images/WNAT%20logo2.jpg](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIvzgNHJ-8gCFQFTGgod_fMEPg&url=http://www.westnorfolkacademiestrust.co.uk/schoolpolicies.html&psig=AFQjCNGv0XeLZlIaf3ZMRvHfV5vI2kZasQ&ust=1446891639482155)**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **School/College:** | **Marshland High School** |
| **Job Title:** | **Site & Catering Assistant** |
| **Grade:** | **Scale B, Points 7 – 9, (£8.55 - £8.68/hour)**  (£16,495 - £16,755 FTE based on a 37 hour week – please note that the salary will be pro rata) |
| **Hours/weeks:** | **17.5 hours per week (over 5 days, 11:00 – 14:30), 38 weeks per year (Term Time only).** |
| **Responsible to:** | **Site Manager & Catering Manager** |
| **Working With:** | **Catering Staff**  **Site Assistant**  **Caretaker**  **Cleaning Staff**  **Students**  **Staff** |

**Purpose of the Job**

To participate in school premises and catering provision as agreed with the Site Manager and Catering Manager.

To assist with ensuring that the school premises/site are clean and tidy.

**NB** This may include the handling of all foods within the catering section.

**Responsibilities**

* To participate in the care and the cleaning of kitchen areas, dining room and equipment as required.
* To process payments for food through the cashless catering tills at break and lunch time.
* To prepare the dining facilities – this includes the placing and removal of tables and chairs to and from the storage area, and with the cleaning of the area after service.
* To assist with the maintenance of quality standards across the site by monitoring toilet facilities, litter picking, collecting rubbish and general cleaning of spillages.
* To wear appropriate clothing as required by the Catering and Site Manager.
* To support the site and canteen team with any other reasonable duties as required.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This includes obtaining references and ensures compliance with the DBS process. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills and Experience** | **Essential** | **Desirable** | **How assessed** |
| Previous experience of working in a school |  | **🗸** | Appl/Int/Ref |
| Previous experience in a catering/service environment |  | **🗸** | Appl/Int/Ref |
| Previous cleaning experience | **🗸** |  | Appl/Int/Ref |
| The ability to work to specified procedures consistently | **🗸** |  | Appl/Int/Ref |
| The ability to understand written and verbal instructions/information | **🗸** |  | Appl/Int/Ref |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Ability to complete tasks speedily and accurately | **🗸** |  | Appl/Int/Ref |
| High standards of personal hygiene | **🗸** |  | Appl/Int/Ref |
| Ability to communicate effectively with colleagues, pupils, staff and visitors | **🗸** |  | Appl/Int/Ref |
| Ability to work either alone or as part of a team | **🗸** |  | Appl/Int/Ref |
| Ability to complete all necessary documentation, including timesheets, temperature sheets and cleaning schedules | **🗸** |  | Appl/Int/Ref |
| Flexibility to work extra school events as required | **🗸** |  | Appl/Int/Ref |

Appl = Application form Int = Interview Ref = Reference