**[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:** | **Marshland High School part of West Norfolk Academies Trust** |
| **Job Title:** | **Site & Catering Assistant** |
| **Grade:** | **Scale B, Point 2, (£9.18/hour)**  **(£17,711 FTE based on a 37 hour week – please note that the salary will be pro rata)** |
| **Hours/weeks:** | **17.5 hours/week, 38 weeks/year** |
| **Responsible to:** | **Site Manager & Catering Manager** |
| **Working With:** | **Caretaker**  **Site Staff**  **Students**  **Staff** |

**Purpose of the Job**

To participate in school premises and catering provision as agreed with the Site Manager and Catering Manager. This may include the handling of all foods within the catering section.

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

**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. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English |  | **🗸** | Appl/Int |
| Level 2 Maths |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Previous experience of working in a school |  | **🗸** | Appl/Int/Ref |
| Previous experience in a catering/service environment |  | **🗸** |
| Previous cleaning experience | **🗸** |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| The ability to work to specified procedures consistently | **🗸** |  | Appl/Int/Ref |
| The ability to understand written and verbal instructions/information | **🗸** |  |
| Ability to work effectively under pressure | **🗸** |  |
| Ability to prioritise and meet deadlines | **🗸** |  |
| Ability to communicate effectively with colleagues, pupils, staff and visitors | **🗸** |  |
| Ability to work either alone or as part of a team | **🗸** |  |
| Ability to complete all necessary documentation, including timesheets, temperature sheets and cleaning schedules | **🗸** |  |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Decisive, determined and self-confident |  |  | Appl/Int/Ref |
| Integrity, trustworthy, honest and open |  |  |
| Accessible and approachable |  |  |
| Excellent attendance and punctuality |  |  |
| Excellent interpersonal skills |  |  |

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| Appl = Application form | Int = Interview | Ref = Reference |