



## **WESTCOUNTRY SCHOOLS TRUST**

### **JOB DESCRIPTION**

|                  |   |
|------------------|---|
| Title of Post:   | <b>Casual Mealtime Assistant (Secondary)</b>                          |
| Location:        | Across the Trust (based at Hele's School currently)                   |
| Salary Scale:    | £10.85 per hour (from 01/04/2026)                                     |
| Working Pattern: | Monday to Friday, term time only                                      |
| Hours:           | <b>Break 1:</b> 11.10am – 11.40am and <b>Break 2:</b> 1.40pm – 2.10pm |
| Responsible to:  | Assistant Principal (Director of Post 16) & Catering Manager          |
| Responsible for: | N/A   |

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### **Job Purpose**

With a high level of support and assistance from the catering team, ensure the smooth operation of arrangements for the supervision of Students during Breaks. Working on the tills with catering staff in the main Hall or Grab n Go, or on break duty in a designated area supervising students, collecting food to deliver to reset.

### **Duties and Responsibilities**

- Encourage students to eat and socialize whilst promoting good behaviors and manners, in an orderly fashion in the Main Hall, grab n Go whilst queuing for lunch
- Monitor the safety, welfare and appropriate conduct of pupils during breaks and in accordance with the practices and procedures of the school
- Ensure the Dining Hall is kept clean and in hygienic condition, encouraging students to use waste bins for disposing rubbish properly, Cleaning the wiping the dining tables before putting them away & sweeping floors at end of break.
- Assist a member of the Catering team with the service of food at the till points
- Undertake playground duty supervision, by circulating amongst the pupils and staying alert always to the actions of students. At times you will be required to deal with difficult or demanding behaviour between students and should follow School Policy and be able to alert senior staff.
- Assist new members of staff by demonstrating duties
- Ensure playground equipment is used and stored correctly

### **Requirements**

There is a requirement for the post holder to stand and walk throughout Break times. There is a degree of manual handling moving tables, chairs, and equipment. Tables and surfaces should be wiped down and sanitized, with any spillages being cleared up. There is exposure to high noise levels and wet weather as a percentage of the break period is spent outdoors

### **Conditions of Employment**

This position is subject to an Enhanced DBS check, satisfactory references & Health Check

## General

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

## PERSON SPECIFICATION

E = Essential, D = Desirable

| <b>Method of Assessment</b><br>The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | <b>Essential or Desirable</b> | <b>Application Form</b> | <b>Interview (or other selection activity)</b> |
|---|-------------------------------|-------------------------|--|
| <b>Skills and Abilities:</b>  |                               |                         |  |
| Ability to communicate clearly  | E                             | ✓                       | ✓  |
| Able to work as part of a team  | E                             | ✓                       | ✓  |
| Ability to remain calm in emergency situations  | E                             | ✓                       | ✓  |
| IT skills   | E                             | ✓                       | ✓  |
| Understanding of customer care  | E                             | ✓                       | ✓  |
| <b>Knowledge:</b>   |                               |                         |  |
| Understanding of the Schools policy and procedures  | E                             | ✓                       | ✓  |
| <b>Education and Training:</b>  |                               |                         |  |
| Basic English & Maths   | E                             | ✓                       | ✓  |
| Experience with electronic tills  | D                             | ✓                       | ✓  |
| <b>VALUES-BASED BEHAVIOURS:</b>   |                               |                         |  |
| <b>Compassion:</b>  |                               |                         |  |
| Recognising needs in others and acting with positive intention to promote wellbeing and improve outcomes  | E                             |                         | ✓  |
| <b>Aspiration:</b>  |                               |                         |  |
| Working to high expectations, modelling the delivery of high-quality outcomes   | E                             |                         | ✓  |
| Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence                             | E                             |                         | ✓  |
| <b>Integrity:</b>   |                               |                         |  |
| Acting always in the interests of children and young people   | E                             |                         | ✓  |
| Acting with a consistent and uncompromising adherence to strong moral and ethical principles  | E                             |                         | ✓  |
| Communicating with transparency and respect, creating a working environment based on trust and honesty  | E                             |                         | ✓  |
| <b>Collaboration:</b>   |                               |                         |  |
| Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skillfully influence and engage others            | E                             |                         | ✓  |

