



Catering assistant

Job pack

Headteacher: Mrs Lisa Munro

THE Woodlands SCHOOL | THE ASPIRE FEDERATION, MILTON KEYNES

Role	Catering assistant
Grade	C
REPORTS TO:	Operations Manager
1.	MAIN PURPOSE OF JOB To take responsibility for the safe, effective and efficient operation of all activities within the preparation and serving areas, including overseeing the unpacking, regenerating and serving of food and beverages
2.	KEY TASKS Oversee and undertake the unpacking, regenerating and serving of food and beverages Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times. Operate kitchen equipment, following training. Assist with general kitchen duties, wash up and general cleaning as required Ensure effective portion control and minimise wastage Serve and deliver the children's dinners to their class and then collect
	MAIN CONTACTS AND RELATIONSHIPS Internal Interacts with pupils, teachers, teaching assistants, kitchen staff, students on placement and volunteers. Works as part of a team and on an individual basis to provide care and educational services. External Contact with parents or carers.
	CREATIVITY & INNOVATION The post holder provides a very individual and personal service to the pupil(s). The post holder is able to creatively find ways to elicit good behaviour or response and works with the teaching staff in the child's development – especially social skills and learning through play. Works creatively to develop communication with children with special educational needs such as severe autism. Works with children with challenging behaviour where there is a need to be creative in managing their behaviour (identifying triggers and taking preventive action).
	DECISIONS – discretion & consequences Limited decision making but due to the nature of the post may require creativity and innovation for managing everyday situations and awareness of when to involve other relevant parties. The post holder given that they become alert to trigger mechanisms may decide to keep certain children apart during play activities.
	RESOURCES – financial & equipment None
8.	WORK ENVIRONMENT – work demands, physical demands, working conditions & work context

	<p>Work demands: The detail of the work can result in the postholder managing conflicting priorities and responding appropriately to these demands.</p> <p>Physical demands: The work is physically demanding, for example playing with young people. Concentration is required at all times as situations can develop very quickly and prompt action is required to manage this.</p> <p>Working conditions: Where outside work is involved this can be in inclement weather.</p> <p>Work context: Dealing with pupils with Autism which can include challenging behaviour.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Thorough knowledge of PBS plans and awareness of personality traits of the child (or children) they are assigned to care for. • Knowledge of how to respond to medical emergencies and challenging behaviour. • A thorough knowledge and awareness of school policies, procedures and protocols. • A caring attitude • Tact and sensitivity • Effective Communication skills including the use of PECS and signing • Observational skills • An approachable style • Ability to work effectively as part of a team and to apply given instructions • Ability to react calmly and quickly in an emergency.

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