

Title: Dining Room Assistant

Responsible to: Global Café Manager

Job Purpose: To ensure the safety, welfare and supervision of pupils at lunchtimes.

Conditions: Bucks Pay Range 1a; 12.5 hours per week, 38 weeks per year

Specific Tasks and Responsibilities

- Supervise pupils in the dining hall as required by the Catering Manager.
- Supervise and accompany pupils lining up and entering the dining room.
- Encourage pupils to eat in a polite manner, keeping their voices at an appropriate level.
- Encourage pupils to clear up after themselves and to ask permission to leave by raising their hands.
- Prevent pupils taking any food or drinks outside the dining hall.
- Deal with incidents and accidents in the dining room.
- Attend to minor first aid/medical matters.
- Refer more serious first aid/medical matters to the staff on medical duty.
- With other members of the team, ensure that the dining room is kept orderly and tidy.
- Sweep and tidy the dining room. Empty the bins daily in preparation for cleaning.
- Complete daily cleaning duties as required by the Catering Manager.
- Report incidents of serious behaviour or concerns about pupils' wellbeing to the senior play worker and to the appropriate key stage leader.
- Attend meetings when required with the Catering Manager and senior staff to review performance and procedures.
- Attend appropriate training sessions to develop the role and skills of dining room assistant.

General

- To have in mind the school's vision and values 'ASPIRE' to be aware of the school's aims, organisational values and behaviours and their impact on this post.
- To participate in the school's performance management processes; this job description will be supplemented by annual target based outcomes, which will be developed in conjunction with the post holder. It will be subject to regular review and the school reserves the right to amend or add to the duties listed.
- To take due account of the school's health and safety policy and duty of care when working in the school and with pupils; to carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the school in health and safety matters.
- To maintain confidentiality with regards pupil information.