

**Priory School**  
**Job Description: Lunchtime Assistant (Dining Hall)**

**Responsible to:** Catering Manager

**Main purpose of the job:**

To assist the Catering Manager in providing a catering service of the highest standards at all times for pupils, staff and visitors within the school.

**Responsibilities:**

1. To set up the dining hall in preparation for the lunchtime service to include setting up tables and chairs, ensuring water jugs and cups are available and anything else deemed necessary by the Catering Manager.
2. To be responsible for the supervision of pupils in the dining hall from overseeing the children's entrance to the hall to organising seating arrangements, ensuring good behaviour and a calm atmosphere. To deal with any incidents of poor behaviour in line with the school's behaviour policy and informing the Year Leaders of any persistent behaviour which may require additional intervention.
3. To serve KS1 children with their meals ensuring that they receive the meal they have ordered and where discrepancies occur, to inform the Catering Manager.
4. To encourage independence but assist with cutting up foods, opening wrappers, pouring liquids where necessary.
5. To assist and encourage KS2 children with their meals both cooked and packed lunches.
6. To assist in the collection of dinner monies using the till and ensuring children are made aware of their meal choices.
7. To encourage social skills and good table manners, ensuring safety with knives and forks.
8. To ensure pupils clear away their plates etc in a satisfactory manner.
9. To clean up spillages in the dining hall when food or drink is spilt or dropped.
10. To assist in clearing tables, wiping them down and resetting for the next sitting.
11. To take such steps that are necessary when pupils are ill, carrying out minor first aid and summoning any assistance needed with injuries or illness. If a child is sick in the dining hall, then this should be cleared away in line with the school's policy.

**General Duties**

1. Be aware of and respect all children's religious beliefs and cultures.
2. Maintain Health and Safety standards and a high level of hygiene.
3. Maintain confidentiality and professional conduct at all times.
4. Develop effective working relationships with professional colleagues.
5. Develop own professional knowledge, skills and understanding through active participation at meetings and training.
6. Support, promote and comply with decisions and policies agreed by the SLT and the governing body and  
  
Comply with all school policies, and be responsible for remaining up to date in relation to changes to policies and the Staff Handbook

**Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person

or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

### **Safeguarding Children**

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009). You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times

### **Freedom of Information**

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

### **No Smoking / Intoxicants Policy**

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.