

**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.

Element of the standard	Knowledge (Know it)	Skills (Show it)	Behaviours (Live it)
Encourage behaviours and manage activities of pupils	<p>Know how to lay out the dining area and equipment to make the best use of the space and run the best meal service.</p> <p>Know the signs to look for in pupils to recognise when extra help may be required.</p> <p>Know safe and acceptable methods for controlling behaviour of pupils in line with school policies and procedures.</p> <p>Know how to engage pupils to promote and encourage good behaviour, inclusion and participation</p>	<p>Work with the catering team to ensure the dining room is ready for the pupils when they arrive.</p> <p>Work with catering and school team members to identify pupils who may need extra help during the meal or during activities.</p> <p>Identify and reward good behaviour and address bad behaviour in accordance with the school's policies and procedures.</p> <p>Develop a good rapport with pupils at meal times and during activities to ensure all feel valued and included.</p>	<p>Make the dining room attractive within the limits of the school and facilities.</p> <p>Anticipate and respond to individual pupils, changing approach as required for each pupil, using the support of team members when needed.</p> <p>Positively encourage good behaviours, provide a fair and tolerant midday service where pupils understand the rules and follow them.</p> <p>See the dining experience through the eyes of the child and build a rapport with pupils so they trust and respect midday supervisors and the catering team.</p>
Nutrition and allergens	<p>Understand what constitutes a healthy balanced meal in line with the food based standards and guidance and why these are important.</p> <p>Know common food allergens and how the school and school caterers manage them, including the role of the midday supervisor.</p>	<p>Encourage pupils to choose and eat a balanced meal, explaining to them how and why different foods are good for them.</p> <p>Identify allergens in school food, communicate with school caterers and ensure pupils with allergies eat accordingly.</p>	<p>Know what food is on offer, what it contains, manage pupils' choices to ensure they get a balanced meal and help pupils learn about why it is important.</p>

First aid	Know what to do if first aid or medical assistance is needed.	Deal with medical incidents efficiently and considerately in line with policies and procedures.	Show empathy when dealing with first aid issues.
Health, safety and hygiene	<p>Know how to work with the catering team to organise the dining room service in the quickest and safest way.</p> <p>Know the requirements for daily health and safety checks of the dining area, equipment, heating and lighting.</p> <p>Identify the personal hygiene standards, food safety practices and procedures required and understand the importance of following them.</p>	<p>Guide the pupils through each stage of the meal serviced in a fast and safe way, assisting when needed.</p> <p>Check the dining area to make sure it is safe, dealing with any hazards that are found, encourage safe behaviour from pupils.</p> <p>Maintain a clean and hygienic dining room environment at all times, dealing with hazards as they occur and ensuring food safety procedures are followed at all times.</p>	<p>Work with pupils to give them a positive, efficient and safe meal service</p> <p>Lead by example showing pupils how to be healthy and safe.</p> <p>Have high personal hygiene standards and demonstrate a clean work area ethic at all times.</p>
Teamwork and culture	<p>Know and understand how to communicate with pupils, catering team members, school staff and other stakeholders.</p> <p>Understand the principles of team work and how own role fits into the catering and school team structures to achieve aims and objectives</p> <p>Recognise where conflict exists and understand how it can be prevented and resolved.</p> <p>Understand that school trips, events and other school activities may require additional catering preparation outside of normal working hours. Know that this forms part</p>	<p>Use different types of communication depending on the situation and who you are communicating with to ensure the message is transmitted correctly.</p> <p>Work consistently with catering team and school staff to ensure the whole school approach to school catering.</p> <p>Identify conflicts and misunderstandings quickly and work on a solution that avoids disruption to the organisation.</p> <p>Support the Catering Manager with preparing packed lunches, refreshments and other reasonable tasks needed for trips, events or school activities. Work flexibly</p>	<p>Tailor communication individually to each person, whether they are a pupil, team member or other stakeholder.</p> <p>Encourage good team work with colleagues, improving working relationships whenever possible and becoming the bridge between the school, pupils and catering teams.</p> <p>Be able to step back and consider where conflicts and misunderstandings have started and the best way to deal with them based on the people involved.</p> <p>Demonstrate a flexible and positive approach to supporting the wider school community, recognising that preparation for trips and events is an important part</p>

	of supporting the Catering Manager and wider school team	outside of normal hours when required and where reasonable notice has been given.	of providing an effective catering service.
Safeguarding and confidentiality	<p>Know the types of sensitive data that may be required in the catering operation for pupils in the dining area and how this must be used and stored in adherence to data protection.</p> <p>Know the organisation's safeguarding policy and procedures.</p> <p>Know what to look for to identify potential safeguarding situations.</p>	<p>Receive, store and use confidential data relating to pupils within own area of responsibility.</p> <p>Watch for indications of potential safeguarding issues and report immediately in line with organisational policies and procedures</p>	<p>Take a proactive approach to safeguarding, ensuring effective on going communication with relevant parties to ensure the safety and welfare of pupils</p> <p>Attend regular safeguarding training.</p>

### Safeguarding Children

You are required to have satisfactory Enhanced DBS 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.

Print Name:.....

Signature: .....

Date:.....