**St. Mary’s High School**

**Job Description**

**Post Title :** **Mealtime Supervisory Assistant (MSA)**

**Reports to : Finance and Resources Manager**

**Hours : Morning & Lunch breaks**

**(Times of breaks may vary on occasions)**

**Grade : HB1**

**Personal and Professional Standards**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

* support the aims and ethos of the school
* have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
* set a good example in professional dress and appearance, punctuality, and attendance
* take responsibility for personal development and training as a consequence of the performance review cycle
* attend team and staff meetings as appropriate, contributing actively whenever possible
* provide a courteous, prompt, and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
* actively contribute to the school’s mission statement by forming positive relationships within the school’s community and working collaboratively and in good humour with other colleagues as appropriate or when directed
* be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

# PURPOSE OF YOUR JOB

To ensure the smooth operation of the catering provision within the dining hall and other designated eating areas including clearing and cleaning tables and trays and assisting in supervising students to ensure the safety and welfare of all students within that area during breaks.

# Daily Duties

Duties at the start of break:

* Setting up the halls ready for lunch including setting out bins, water jugs, cutlery etc.
* Ensuring that tables and chairs are clear and clean before students are seated

Duties during the break

* Clearing tables of plates etc. when the customer has finished and wiping down tables as required
* Returning used plates and cutlery to the kitchen
* Assisting in the supervision of students to ensure good conduct within the dining hall

Duties after the lunch break

* Table tops should be thoroughly cleaned using the sanitised solution
* Cleaning of trays
* Emptying dining hall bins into external wheelie bins
* Thorough Cleaning of the tables per day in rotation
* Clearance of catering litter in the dining hall and surrounds including tidying and cleaning the MSA’s workstation

Assisting the catering staff as required with any duties within the dining hall and other eating areas.

Duties between student breaks as required by the school

* Litter picking
* Periodic cleaning of staff room catering areas eg staff room fridge and microwaves etc
* General assistance with basic admin tasks eg photocopying, collating etc

### 3 FLEXIBILITY

To carry out any other duties connected with the above as required.

# 4 SUPERVISION

Line managed by the Finance and Resources Manager.

To carry out any other related duties as requested by the School

September 2021