

St. Mary's High School

Job Description

Post Title	:	Mealtime Supervisory Assistant (MSA)
Reports to	:	Designated member of SLT
Hours	:	Morning & Lunch breaks 9.50 – 11.20 and 12.20 – 2.05pm (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

1 PURPOSE OF YOUR JOB

To ensure the smooth operation of the catering provision within the dining hall and other designated eating areas. This will include 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.

2 Daily Duties

Duties at the start of break:

- Setting up the halls ready for lunch including setting out bins
- Ensuring that tables and chairs are clear and clean before students are seated

Duties during the break

- Wiping down tables at the end of each service
- 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

- Thoroughly clean table tops using the sanitised solution provided
- Cleaning of all 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 canopy, including tidying and cleaning the MSA's workstation
- Sweeping of dining room as required
- Tidying and setting up of tables and chairs at the end of each service

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

Other duties as required by the school are:

- Litter picking

3 FLEXIBILITY

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

4 SUPERVISION

Line managed by the School Business Manager and SLT in charge of school operations.

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