



**Hutton All Saints'**  
**C. of E. Primary School**  
*An Academy*



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Cloughton Way, Hutton, Brentwood, Essex. CM13 1JW  
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Head Teacher: Mrs J Manookian  
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*Commitment to Excellence within a Caring, Christian Environment.*

**Midday/Catering assistant**

**JOB DESCRIPTION**

REPORTS TO: Catering Manager/SMA/ ASSISTANT  
HEADTEACHERS/OTHER DESIGNATED POSTHOLDER  
ACCOUNTABLE TO: HEADTEACHER  
RESPONSIBLE FOR: NIL  
GRADE OF POST: LG Scale 1-2

PURPOSE OF THE JOB: To ensure the safety, welfare and good conduct, either individually or as part of a team, of pupils at lunchtimes, during the midday break period.

**MAIN RESPONSIBILITIES AND TASKS:**

The normal duties of the post holder will usually include the following:

- To control the behaviour and conduct of pupils whilst they eat.
- To ensure pupils follow rules of hygiene carefully i.e. washing hands before eating.
- To supervise the eating of lunch, maintain discipline, and encourage pupils to eat their meal.
- In the event of any spillage, to take necessary action immediately to avoid possible accidents.
- To supervise the play period of pupils after the lunch period.
- As part of a team, to ensure that where more than one sitting is required involving pupils coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised.
- To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
- To follow school policy with regards to children with food allergies and healthy eating. Serving customers at the counter/hatch or from a trolley or kiosk as required.
- To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.

- To attend training activities and/or meetings as required.
  - Occasionally, to assist with special functions at the school which may be outside of normal working hours.
  - To report any customer comments or complaints and take any necessary remedial action if appropriate.
  - Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
  - To assist with the setting up and clearing away of the dining hall.
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- To play with, and support, the pupils in the playground and follow school Policy/procedures in relation to keeping healthy and staying safe.
  - To participate with the SMT team in supporting the smooth-running of the School's playground buddy, school monitor and council scheme.
  - In the event of any injuries to the pupil to refer, in the first instance, to the named first-aiders in order to treat them for minor injuries (e.g. small cuts or grazes). More serious accidents must be reported immediately to the Assistant Headteachers.
  - To follow accident reporting procedures at all times.
  - In the event of any sickness to the pupils, clean the pupil and the affected area and inform SMA and caretaker.
  - To work under the direction of the Headteacher, other designated postholder and SMA and to undertake other such broadly similar duties as may be allocated by the Headteacher or his/her appropriate representative.
  - To follow the agreed School code of conduct and dress as well as the policy and procedures for child protection and the safeguarding of their welfare at all times.
  - The hours will be 5 hours or part thereof, according to agreed contract, per week, term time only.

## **Main Tasks**

1. To supervise pupils at lunchtime whether indoors or outside in accordance with the instructions of the Headteacher or Senior Mid-day Supervisory Assistant.
2. To provide positive and firm control by implementing the school discipline/behaviour policy. To encourage healthy eating and play activities.
3. To set up the hall ready for lunch. Including putting out tables and benches.
4. To serve and clear away food and equipment.
5. To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the SMA or his/her nominated representative.
6. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the dining area is left in a tidy condition.
7. To ensure that any injury or sickness of pupils is reported immediately to the SMA. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
8. To check that no pupil remains in outside areas when afternoon lessons are about to begin or inside when lessons have ended.

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This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the

school as may be reasonably expected. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Signature of post holder:**

**Date:**     /     /

**Signature of headteacher:**

**Date:**     /     /