



THE KING'S ACADEMY
The Emmanuel Schools Foundation

Lunchtime Assistant (Fixed Term to July 2022)

Job Description

To be responsible for the maintenance of high levels of cleanliness and to assist with the supervision of student movement and behaviour during lunchtime service in our restaurants. This is a fixed term post to July 2022.

Main Responsibilities

- Clear, wipe down and sanitise tables during and between service; ensure the highest possible standards of cleanliness are upheld in the restaurant
- Assist the member of teaching staff on duty in supervising student behaviour in the restaurants, tackling poor behaviour as needed
- Assist with the management of student movement through the restaurants, so that students enter, are served, eat their lunch and exit quickly and efficiently so areas of the restaurant can be cleaned efficiently during and between service
- Ensure students take responsibility for clearing away their dirty pots and litter
- Ensure that any spillages are cleaned up quickly and swiftly identify and resolve any other hazards which arise
- Model outstanding behaviour, manners, speech, appearance and work ethic at all times
- Able to build positive and productive relationships with students and staff
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional
- Comply with the Academy's policies and procedures at all times
- Undertake any other reasonable duty (within competence and experience) as requested by the Principal, Business Manager, Catering Manager or Cleaning Supervisor.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.

The King's Academy is committed to the safeguarding of children and all staff are expected to ensure that The King's Academy is a safe and secure environment for our students. All

applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.

Terms and conditions

12-2pm Monday to Friday (10 hours per week). Term-time only. £8.91 per hour. Access to the Local Government Pension Scheme available. Fixed Term to July 2022. All roles within the Emmanuel Schools Foundation are subject to a probationary period.

Reporting and other relationships for this role

These roles report to the Catering Manager. The role holder will also need to work closely with catering staff, the Cleaning Supervisor, cleaning staff and teaching and other support staff who contribute to management of the restaurants at lunchtime.



Lunchtime Assistant (Fixed Term)

Person Specification

Attributes	Essential	Desirable
Qualifications		Level 2 (or equivalent) qualifications in English and Maths Relevant cleaning qualifications Basic First Aid COSHH
Experience		Previous experience working in a school Previous cleaning experience Customer facing roles Effective supervision of teenage children
Knowledge	Basic numeracy and literacy	Knowledge of basic hygiene procedures Knowledge of safeguarding procedures in education
Job related skills and characteristics	Able to be a commanding presence with students, being comfortable issuing directions and demanding respect Enjoy building productive and respectful working relationships with students and staff at all levels Honest, reliable and consistent with good timekeeping	

	<p>Able to take direction from those in charge but also able to use your initiative to prioritise tasks, solve problems and be able to decide when to intervene to address student behaviour</p> <p>Organised, diligent and methodical approach to work</p> <p>Always seek to deliver the highest standard of service possible</p> <p>Hygienic and able to work in a safe manner</p> <p>Able to cope with the physical and emotional demands of the job, being able to work quickly throughout your shift to maximise impact</p> <p>High levels of concentration and able to work in a busy, visible environment</p>	
Working arrangements	<p>Flexible and adaptable to changed patterns of working.</p> <p>Commitment to comply with employer policies.</p> <p>Sympathetic to the academy's Christian ethos and able to work within the core values of the Emmanuel Schools Foundation</p>	