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*Our Vision:*

 *To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Catering Assistant

Line Manager: Catering Manager

Provide a quality service to school pupils and staff within financial and operational guidelines and ensure that a high standard of kitchen hygiene is maintained.

**Areas of responsibility and guidance:**

* To ensure that cooked and raw foods are kept separate during the preparation/cooking/service process.
* Timely and accurate preparation of routine equipment/resources/materials.
* To ensure the dining areas are kept clean and tidy.
* To refill and replace consumables.
* To report premises/equipment repairs and maintenance issues to the Catering Manager.
* To ensure lights and other equipment are switched off as appropriate.
* To ensure the maintenance of a clean and orderly working environment.
* Serving children and school staff.
* Providing catering for school functions as requested.
* Using the school cashless catering system.
* Attending training sessions/staff briefings as required, possibly outside usual working day
* Ensuring Health & Safety and Food Hygiene regulations are implemented.
* Communication with school staff, lunchtime supervisors and the Principal.
* Promoting the service in the school and participating in special events.
* To ensure the school provided uniform is kept clean and tidy and is worn at all times whilst at work.

**Support for the School:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
* Being aware of and supporting difference and ensure all students have equal access to opportunities to learn and develop;
* Contributing to the overall ethos/work/aims of the school;
* Appreciating and supporting the role of other professionals;
* Attending relevant meetings as required;
* Participating in training and other learning activities and performance development as required;

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children

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| Essential | Desirable |
| Understanding of hygiene procedures. | Knowledge of Health & Safety regulations. |
| Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations. | Very good organisational skills |
| uAbility to complete simple financial forms | Ability to use own initiative. |
| Able to use and clean machinery and light equipment | A positive attitude |
| Able to encourage children to select a balanced meal. | Experience of catering within an organisation or business |
| Able to communicate with all kitchen, school staff and pupils |  |
| Display and maintain a high standard of personal hygiene |  |
| Able to work on own and within a team |  |

We want all at SHS to believe in and maintain the values of our school:



Signature: ……………………………………………………………………… Dated: …………………………………………………….