



## Lunchtime Supervisor/Catering Assistant

**Salary: £21,815 - £22,607 FTE / £10,378.97 - £10,755.78 (Pro Rata Salary)**

**Ark Inner London Support Scale 2: Pay Points 1 – 3**

**Contract Type: Permanent**

**Required for January 2021**

**Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.**

We are looking for an enthusiastic Lunchtime Supervisor/Catering Assistant to join our school. You will support the team in ensuring that the dining area is a calm, organised and clean environment. Providing support in the kitchen and dining area, you will need to be a strong multitasker with an assertive nature. Good knowledge of health and safety in the school environment would also be beneficial.

### **Our staff are:**

- Committed, enthusiastic practitioners seeking to support excellent progress for our students
- Educators who aspire to the highest standards of [behaviour](#), [academic success](#), and wellbeing for all in our community
- [Resilient](#), reflective and thoughtful professionals, seeking to develop themselves with us

### **In return, we offer:**

- An externally recognised progression route with the support of a [nationally recognised network](#)
- Dedicated Network Leads for subjects and areas, providing cutting-edge training and development opportunities
- A fully accessible, well resourced, multi-million pound building in which to practice, accessible via various transport links, including train, tube and bus services from Elephant and Castle, as well as bus links from London Bridge and Tower Bridge
- A school community with a genuine family ethos, investing in staff wellbeing with sports and events





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- Varied routes into teaching and industry-recognised professional qualifications (Ark Teacher Training, PGCE, Teach First, Now Teach, NPQML, NPQSL, BA and Masters programmes)
- A comprehensive support and induction programme for all staff including *accommodation in zone 2 available for NQTs and trainees.*
- A dedicated Employee Assistance and benefits package from Ark Rewards

**Further details about the post and how to apply can be found on our website [www.walworthacademy.org](http://www.walworthacademy.org)**

**Applications will be reviewed, and candidates interviewed on a rolling basis, therefore early applications are encouraged.**

**We look forward to receiving your application**



## Job Description: Lunchtime Supervisor/Catering Assistant

|                         |   |
|-------------------------|---|
| <b>Reporting to:</b>    | <b>Catering Manager</b>   |
| <b>Location:</b>        | <b>Ark Walworth Academy</b>   |
| <b>Contract:</b>        | <b>Permanent</b>  |
| <b>Working Pattern:</b> | <b>Part Time 20 hours per week (Term Time Only)</b>                                   |
| <b>Salary:</b>          | <b>Ark Inner London Support Scale 2: Pay Points<br/>1 – 3 (£21,815 - £22,607 FTE)</b> |

### The Role

As Lunchtime Supervisor and Catering Assistant, you will supervise students during break and lunch periods, ensuring that the health and safety and wellbeing of the students is maintained at all times, in order to create a purposeful, positive and inclusive environment. In addition, you will be providing catering support as directed by the Catering Manager.

As a Catering Assistant you will be working as part of a team who ensure the delivery of a consistent, high-quality meal service that meets the needs of the Academy by assisting with aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and food service operations.

### Key Responsibilities

#### Dining Room Support

- Supervise student movement to ensure all have access to break and lunch provisions at the correct time and in the correct place
- Ensure orderly and calm eating, including the supervision of queues and student behaviour within the dining area and around the academy
- Ensure the students take responsibility for the cleanliness of tables and clearing of trays during the lunch and break periods, supporting them when required
- Support the catering team with the emptying of bins and clearing of the dining area, as directed by the Catering Manager

#### General Supervision

- Contribute to the overall ethos, work and aims of the school
- Establish good relationships with all students
- Ensure excellent student behaviour is maintained by maintaining a presence around the academy and by consistent application of the academy's behaviour policy
- Understand and apply school policies in relation to health, safety and welfare of students
- Deal with injuries and emergencies and administer basic first aid, keeping records of incidents (first aid training will be provided)

#### Catering Assistant

- Assist in the preparation of a range of nutritious food for meal times



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- Assist in the sale, service and clearing of all food, beverages and utensils
- Operate a cashless till and any other items of catering machinery or equipment, as directed
- Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule
- Follow established kitchen systems and procedures to guarantee an efficient and organised meal service
- Assist with events and functions as required
- Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions

## Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



## Person Specification: Lunchtime Supervisor/Catering Assistant

### Knowledge, Skills and Experience

- Experience in a similar role within a school or the education sector (desirable)
- Health & Safety and Food Hygiene qualification L3 (desirable) (training can be provided)
- Experience working in a busy kitchen (desirable)
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to contribute to overall school behaviour records and provide feedback
- Ability to deal with minor incidents and first aid
- Strong communication skills with adults and students
- Highly organised and efficient; capable of multi-tasking and working at pace
- Able to use initiative
- Must be able to meet the physical demands of the role

### Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*