

**ST PETER'S SCHOOL - BOURNEMOUTH**  
**Job Description**

**Dining Room Assistant - Primary**

Post Holder

Salary                    Grade BG1(b) Scale Point 6, plus lunch

**POST 1**

Hours                    11.15 am to 1.30pm (9 hours per week worked on Monday to Thursday inclusive)  
42.52 paid weeks per annum

**POST 2**

Hours                    11.15 am to 1.30pm (11.25 hours per week worked on Monday to Friday inclusive)  
42.52 paid weeks per annum

Responsible to the Head of Primary, the main function of the role is to prepare the dining hall, supervise students and then clear the dining hall after lunch. Duties will also include supervising students outside during the lunch period.

St Peter's consists of two sites – Southbourne and Iford. The primary site for this role is Iford, but staff will on occasions be required to work at Southbourne and transport would be arranged if required.

**Main Duties**

- To set up the dining room tables, chairs, trolleys etc. for the lunch service
- Assist pupils as appropriate with the collection of meals from the servery
- To remind pupils to clear away plates, cutlery, rubbish etc.
- Ensure pupils behave in an appropriate and safe manner and report to Teaching Staff on duty if they do not
- To clean up any spillages which would cause a hazard
- To wipe tables as pupils finish using them and store to one side at end of service
- To then sweep/mop the floor
- Assist in the supervision of students outside, ensuring their safe play and behaviour
- Seek assistance for any injuries referring them to a qualified first aider immediately
- Notify any concerns of a safeguarding nature or possible bullying to the Head of Primary
- Undertake such duties as may be reasonably assigned by the Head of Primary or designated deputy
- Dispose of rubbish

**Support for the School**

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher.

Signed ..... Date .....  
Post Holder

Signed ..... Date .....  
School Business Manager

Agreed July 2018

Review Sept 2019