



### **The Park Community School**

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the reorganisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1420 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

The school is a founder member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP is also the employer of staff in both the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of Dartmoor Teaching School Alliance and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

### **Support Staff Vacancy Details**

Job Title: Mealtime Assistant

Contract Term: Permanent

Vacancy Closing Date: 1st November 2021

Interview Date: 4th November 2021

### **How to Apply**

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email [hr@theparkschool.org.uk](mailto:hr@theparkschool.org.uk). Please note we do not accept Curriculum Vitae.



**Job Title: Mealtime Assistant**

**Responsible to: Catering Manager**

**Work Pattern:** Contracted hours 5 hours per week, Monday to Friday, Term time only.

**Annual Leave:** Annual leave must be taken in consultation with school management and must be within school holidays.

**Grade:** NJC Grade A, Scale point 1 £9.25 per hour

**Shared Responsibilities with other Leadership Team members:**

1. Foster community links.
2. Work to strengthen and enhance The Park Community School's values and culture.
3. Safeguarding and promoting the welfare of children and young people.

**Main Duties:**

**Key Function 1: School Meals**

1. Ensure that students queue for food in a quiet and calm manner.
2. Supervise students as they wait to select their meal.
3. Encourage good table manners and orderly behaviour.
4. See that drinking water is provided.
5. Discourage waste.
6. Supervise the orderly return of empties to a given point.
7. Wipe down tables between sittings.
8. Clean up after spillage of food or water in Canteen during the service of the meal.
9. Supervise pupils eating packed lunches
10. Operate the tills as required (appropriate training will be given if this is required)

**Key Function 2: General**

11. Supervise pupils in the playground, classrooms and corridors
12. Attend to minor accidents, refer to a First Aider if necessary and report to Deputy Headteacher
13. Report to Deputy Headteacher any untoward circumstances
14. Ensure that children do not leave the school without an official lunchtime Pass
15. Assist Senior Management Team as required in order to care for the safety and well-being of children.

**Person Specification**

Shortlisting will be based on these below requirements being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable. this is indicated in the Assessment Method column below as follows: T = A Task/Test of shortlisted candidates for the specified requirements

O = An Observation

<u>Category</u>	<u>Requirement</u>	<u>Essential/Desirable</u>	<u>Attribute Assessment*</u>
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<u>Qualifications, Education and Training</u>	Manual handling Basic Health & Safety	D D	
<u>Professional Knowledge and skill</u>	Knowledge food preparation standards Understanding of basic hygiene	D E	
<u>Experience</u>	Working in education settings. Cleaning Working with young people Use of IT devices, such as computer/till	D E D D	
<u>Professional Skills/Attributes</u>	Good communication skills to be able to talk effectively with students and staff Able to follow procedures Able to supervise students and ensure their safety Physically fit to be on your feet in an active role Ability to organise students (in a queue for example)	E E E E E	
<u>Attitudes</u>	Able to remain calm and positive Reliable and punctual Enjoys working as part of a team Able to relate well to young people Flexible Cheerful disposition	E E E E E D	