



The Park Community School

Nestled close to the beautiful North Devon coast and at the edge of Exmoor, The Park Community School is one of two 11-16 comprehensive schools in Barnstaple. Park was opened in 1972 following the re-organisation 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 1472 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. Most year groups are currently oversubscribed.

The school is a founding 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 also includes 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 South West Institute for Teaching (SWIFT) 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. Any successful candidate would be subject to a fully enhanced DBS check, and would be expected to adhere to our Safeguarding and Child Protection Policy as well as other mandatory policies. For more information please contact HR below.

Support Staff Vacancy Details

Job Title: Mealtime Assistant

Contract Term: Permanent

Vacancy Closing Date: 9am on 28th February 2025

Interview Date: w/c 3rd March 2025

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. Please note we do not accept Curriculum Vitae.



Job Description

Job Title: Mealtime Assistant

Responsible to: Catering Manager

Work Pattern: Contracted hours 7.5 hours per week, Monday to Friday, 38 weeks term time only.

Grade: NJC Grade A Scale Point 2 (£12.26 per hour, or £14.10 per hour including holiday pay)

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 the 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.

Safeguarding Level C:

To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low-level) to the relevant personnel in the school.

Personal Specification:

We expect our staff members to role model positive behaviours for young people, be resilient and adaptive in a school with rapidly changing needs, and help promote a supportive and compassionate working environment.

Shortlisting will be ranked based on the essential criteria (set out in the table below) 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.

The Park Community School, and Tarka Learning Partnership, is a Disability Confident Committed employer. If you are disabled and meet the minimum essential criteria (highlighted), you will be guaranteed an interview. Please complete the information on Page 15 of the Application Form.

We know there is no 'perfect' candidate, so if you meet most of the criteria and feel you would be an asset to the team, we would encourage you to apply. We provide training and mentoring to give you the best opportunity to excel in your role. The table below is not exhaustive and many more personality traits and skills are required to join the team.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice.

| Category | Requirement | Essential/ Desirable |
|--|--|----------------------------|
| Qualifications, Education, and Training | Safeguarding knowledge | E |
| Professional Knowledge and Experience | Knowledge and experience of policies and procedures Experience of working in education settings | E D |
| Skills and Attributes | Strong interpersonal & communication skills Manual dexterity in operating equipment and minor repair work; occasional short periods of physical effort such as bending and stretching and using tools and equipment Good personal organisation and time management | E E E |
| Attitudes | Empathy Enjoys working as part of a team Able to work under own initiative and independently Resilient and able to function well under pressure Propensity for attention to detail Able to reflect and learn from experience | E E E E E D |