

Role Profile

Chertsey Nursery School



Part A - Grade & Structure Information

Job Family Code	1/2OS	Role Title	Servery and Catering Assistant
Grade	S1/2	Reports to (role title)	Leadership Team
JE Band	98-113	School	Chertsey Nursery School
		Date Role Profile was created	Nov-21

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Organise and serve hot meals as provided by the schools catering company. Ensure children with specific dietary needs have the appropriate meal. Organise all aspects of cleaning and tidying for the next day. Adhere to all health, safety and food hygiene policies.
Work Context	Chertsey Nursery School is one of Surrey's 4 Maintained Nursery Schools. There are approximately 80 children on roll in the Nursery including a Special Needs Centre. This role is based at Chertsey Nursery School. The Governing Body is Federated with Dorking Nursery School there is a close partnership between the two settings.
Line management responsibility if applicable	None
Budget responsibility if applicable	None

<p>Representative Accountabilities</p> <p>Typical accountabilities in roles at this level in this job family</p>	<p>Service delivery</p> <ul style="list-style-type: none"> • Carry out basic cleaning and cleaning tasks to leave the facility clean and tidy. • Carry out basic repair and/or maintenance duties as instructed. • Collect and use tools and equipment needed for given tasks, check they are safe and fit for use, keep in good condition and return on completion. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Carrying out simple and repetitive tasks in accordance with defined standards and quality. <p>Work with others</p> <ul style="list-style-type: none"> • Answer simple queries politely and refer others. • Report any problems or incidents, e.g. breakdowns, deficiencies, to supervisor. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Basic numeracy and literacy. • Ability to understand basic health and safety and hygiene and other relevant procedures. • Able to operate basic equipment. • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Able to exchange basic information verbally or in writing. • May be required to undertake manual handling and physically demanding work.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Ability to take initiative and be proactive</p> <p>Good communication and team skills</p>
<p>Role Summary</p>	<p>Roles at this level carry out basic preparation, catering, cleaning and maintenance tasks in a defined area using basic tools and equipment in support of the provision of an operational service. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision. Work is typically to short deadlines on a daily basis.</p>

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