

Job Profile

Penk Valley Academy Trust		
Post Title	Grade	Date
School Meal Administrator	2	Feb 2019

Reporting Relationships

Responsible to: Kitchen Supervisor

Responsible for: Ensuring pupil meal data is collected correctly.

Statement of Purpose

To work under the direction and instruction of senior staff to ensure the accurate collation of the school meal data.

Support for Financial Administration

- Maintaining a correct system of records for pupil and adult meal numbers and accounting.
- Reporting on meal numbers to appropriate senior officer, including pupils and adults.

Support for Administration

- Ensure that paperwork and any reports are complete and accurate.

Resources

- Ensuring that reports are clear and legible and accurate on a daily basis.

Statement of Purpose



Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read:

- Part 1 and Annexe A of 'Keeping children safe in education September 2018'
- School safeguarding policies
- The code of conduct

Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in 'Part one' of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

Financial Management

- Personally accountable for delivering services efficiently.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trusts Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



**Person Specification
School Meal Administrator
Level 1**

Criteria	Measured by
Qualifications/Training <ul style="list-style-type: none"> • Good Interpersonal skills. • Experience of administration and keeping of records. 	A/I
Knowledge/Skills <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. 	A/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	A/I

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test



Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***