



Devonport High School for Girls

A Specialist Language College



Applicant Information

Mealtime Assistant

Permanent • Part-time • Required from 23 April 2019

Dear Applicant

Thank you for your interest in the position of part-time Mealtime Assistant at Devonport High School for Girls.

Devonport High School for Girls is a highly successful and oversubscribed 11-18 selective grammar school with approximately 850 students on roll. We are seeking to appoint a Mealtime Assistant to assist with the organisation and supervision of students aged 11-18 years at lunchtime.

Applicants for this role should be well organised and calm, and be able to think on their feet. Good communication skills are essential as the role involves plenty of interaction with students and colleagues.

The role is for 6 hours and 15 minutes per week, during term-time only (38 weeks per year). The hours of work will be Monday to Friday, 1.25pm – 2.40pm. The salary is Grade A, Points 6 - 8 (£16,394 - £16,626, actual salary £2,310 - £2,343).

In this applicant information pack, you will find information about the school, a Job Description and information on how to submit your application.

Please note that all applications for employment at the school must be made using the official form; the school does not accept CVs.

We look forward to receiving your completed application form.

Yours faithfully

Mrs B Bell
Business Manager



The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devonport Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 850 students on roll, including around 230 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer a number of languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which comprises of the Head Teacher, Deputy Head Teacher, three Assistant Head Teachers and the Business Manager.

More detailed information about the school can be found on the school website www.dhsg.co.uk

Job Description: Mealtime Assistant

Job Title	Mealtime Assistant
Scale	Grade A, Points 6-8
Hours	1.25 pm – 2.40 pm Monday to Friday, 38 weeks per annum
Responsible to	Business Manager
Responsible for	No line management responsibility
Job Purpose	To assist with the organisation and supervision of students aged 11-18 on site at lunchtime.

RESPONSIBILITIES

Supervision of dining area

- Prepare and/or reinstate the area as necessary at the beginning and end of the lunch period.
- Supervise the lunch queue ensuring that students enter the area in an orderly manner and according to the published mealtime rota.
- Ensure that hot food purchased in the canteen is eaten in the dining room and not at other points around the school.
- Supervise return of used crockery and cutlery by the students.
- Ensure that students leave the tables clean for next occupants.
- Assist as required to relieve any 'bottle neck' at the cash till.
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan and brush can be obtained easily, if required.

General

- Encourage good standard of behaviour from students on site at lunch-time.
- Monitor the safety of students by walking around the site and buildings. Enter classrooms to check activities and behaviour. Years 7 to 11 remain on site during the lunch break. Only Years 12 and 13 are allowed off site.
- Alert the Site Manager of health and safety hazards.
- Attend to minor accidents and report them immediately to the main school office.
- Check authorisation of students wishing to leave the school site.
- Ensure litter from packed lunches is placed in litter bins and all cutlery/crockery is returned to the kitchen.
- Ensure the dining room is left clean and tidy including the floor and table tops.
- Undertake any other duties as requested by the Business Manager which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined. Agreed changes of a permanent nature shall be incorporated into the job description in specific terms.

The job description outlines the duties required for the time being of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

Person Specification

The post-holder should have:

- Ability to organise students
- Ability to supervise students and ensure their safety
- Good communication skills to be able to effectively talk to students and colleagues
- Ability to think of their feet

The post-holder should be:

- Well-organised
- Calm and positive
- Flexible in approach
- Willing to undertake first aid training (desirable)

The post will be subject to requirements of the Rehabilitation of Offenders Act 1974, and as it includes access to children, an enhanced Disclosure Barring Check (previously known as a Criminal Record Bureau (CRB) check) is required.



How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by **9.00am on Monday 25 March 2019**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Miss R Mortimore
Personnel Assistant
Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
Devon
PL2 3DL

T: 01752 705 024

E: recruitment@dhsg.co.uk

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657