

RUSHCLIFFE SCHOOL

Job Description

Post: Staff Room Assistant

Responsible to: Facilities & Business Manager

Grade: Fixed at APT & C Staff Point 19 Scale 4

Hours: 10.10am to 11.40am each day term time only

The purpose of this role is to provide refreshments in the Staff Room for school staff and occasional visitors ready for their morning break on a daily basis during term time only.

It is essential that Health and Safety procedures are followed whilst carrying out your duties. You must be aware of how to access first aid provision, and of the fire evacuation procedures in the event of an emergency.

Duties:

These will be allocated by the Office Manager and will include:

- Providing refreshments in the Staff Room for the morning break-time session
- Responsible for purchasing the refreshments used in the Staff Room
- Maintain a clean and tidy Staff Room kitchen area, including the fridge and dishwasher
- Clean the Staff Room tables
- Laundering the tea towels used in the Staff Room
- Periodically retrieve Staff Room crockery from around the school
- Return school meals crockery to the school kitchen

General

- Undertaking any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Agreed by post holder (Print name): _____

Signed: _____ **Date** _____