

Role Profile



Part A - Grade & Structure Information

Job Family Code	30S	Role Title	Servery Assistant
Grade	S3	Reports to (role title)	Centre Secretary and Leadership Team
JE Band	114-134	School	Dorking Nursery School
		Date Role Profile was created	Sep-24

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	To effectively and efficiently carry out a range of tasks to ensure the smooth running of the classroom and servery, including the serving and clearing of hot lunch sittings. See also separate list of duties associated with the role.
Work Context	Dorking Nursery School is an outstanding rated maintained nursery school in Surrey. The ethos is that staff are highly skilled, hard working, committed and have a passion to see disadvantaged families succeed. Those working for Dorking Nursery School will be expected to have drive and be willing to be flexible in their approach.
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 routine tasks such as cleaning, maintaining supplies of materials and equipment. • Carry out minor repair and/or maintenance duties. • Where necessary ensure security of the site. <p>Planning and Organising</p> <ul style="list-style-type: none"> • Plan own set tasks within the day. • Ensure materials and equipment are available as and when required. • May be required to deputise for supervisor. <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. • Receive visitors, workmen and contractors in a courteous manner, to promote a positive image of the site. <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. • Able to work towards Vocational Qualifications Level 1 or equivalent experience in relevant field. • Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity. • Ability to operate basic equipment. • Basic IT skills. • 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>Knowledge of health and safety legislation, and good practices in particular relation to food hygiene</p> <p>Good time-keeping.</p> <p>Physical ability to carry out classroom equipment handling tasks, i.e. lifting, climbing and moving of items.</p> <p>Flexible</p> <p>Work to deadlines</p> <p>Physically able and willing to be 'on the long' for long periods of time.</p> <p>Willing to undertake training and take responsibility for their own CPD.</p>

Role Summary	Roles at this level carry out operational duties in a defined area using powered tools and equipment in the provision of an operational service. They perform a limited range of well-established routines within basic procedures under supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is timing and sequencing of tasks to meet deadlines.
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The nursery school is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced background checks by the Disclosure and Baring Service and satisfactory references. All shortlisted candidates will be subject to online recruitment checks



1