

Key Responsibilities

Catering and Lunchtime

- Oversee the smooth running of lunchtime arrangements within the school.
- Collect and transport prepared meals, catering equipment and supplies as required.
- Ensure meals are collected and delivered on time and transported in accordance with food safety requirements.
- Complete required food safety checks and records, including temperature checks where applicable.
- Set up dining and serving areas in preparation for lunch.
- Serve meals and refreshments to students and staff in a friendly, respectful and professional manner.
- Support students to have a positive, calm and safe lunchtime experience.
- Clear and clean dining and serving areas following meal service.
- Wash, clean and appropriately store catering equipment, crockery and utensils.
- Maintain high standards of cleanliness and hygiene within catering and dining areas.
- Support catering stock checks, storage and replenishment as required.
- Report concerns relating to food safety, hygiene, equipment or meal provision promptly to the appropriate manager.
- Follow the school's food safety, allergy, health and safety and safeguarding procedures at all times.

Student Transport and Taxi Coordination

- Coordinate daily student taxi and transport arrangements, working with transport providers, school staff and other relevant parties.
- Maintain an up-to-date understanding of expected student transport arrangements.
- Liaise with taxi and transport providers regarding arrivals, departures, delays, cancellations and changes to arrangements.
- Communicate relevant transport information promptly to school staff.
- Support the safe arrival and departure of students using school or commissioned transport.
- Help ensure students are directed to the correct taxi, minibus, parent/carer or other authorised transport arrangement.

- Maintain appropriate records relating to transport arrangements, incidents or concerns.
- Escalate transport delays, non-arrivals, unexpected changes or safeguarding concerns promptly to the appropriate member of SLT/DSL.
- Maintain appropriate professional communication with transport providers, parents/carers and other professionals where required.
- Follow individual student transport plans and risk assessments where applicable.

End-of-Day Student Departure

- Support the safe, calm and orderly departure of students at the end of the school day.
- Supervise students while they wait for parents/carers, taxis or other transport providers.
- Ensure students leave only in accordance with their agreed transport and collection arrangements.
- Work closely with teaching and pastoral staff to ensure any changes to collection arrangements are appropriately communicated and authorised.
- Provide additional reassurance and support to students who may find transitions, waiting or unexpected transport changes difficult.
- Immediately report concerns regarding a student's collection, transport arrangements or safety in accordance with safeguarding procedures.
- Support individual departure arrangements and risk assessments where required.

School Minibus

- Support the day-to-day oversight of the school minibus and ensure it is maintained in a safe, clean and roadworthy condition.
- Undertake and record routine vehicle checks in accordance with school procedures.
- Monitor and report vehicle defects, damage, warning lights or maintenance concerns promptly.
- Coordinate routine servicing, MOTs, repairs and maintenance requirements with the appropriate manager and approved providers.
- Maintain relevant vehicle records and ensure documentation and checks are kept up to date.
- Ensure the minibus is kept clean, tidy and appropriately equipped.
- Monitor fuel requirements and other routine vehicle needs.

- Report accidents, damage or incidents involving the vehicle immediately in accordance with school procedures.
- Where required and appropriately authorised, drive the school minibus or other school vehicle in accordance with the school's transport procedures, insurance requirements and relevant licence requirements.

General Responsibilities

- Work collaboratively with teaching, pastoral, administrative and operational colleagues.
- Maintain confidentiality and handle information relating to students appropriately.
- Follow all school policies and procedures, including safeguarding, health and safety, food safety, allergies, transport and data protection.
- Complete required training relevant to the role.
- Report safeguarding concerns immediately in accordance with the school's safeguarding procedures.
- Undertake reasonable additional duties consistent with the nature and level of the role.