

MAYVILLE HIGH SCHOOL

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Southsea,
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Dining Room Assistant

Start date: 1st November 2025

Mayville High School is committed to maintaining high standards of food safety and meeting all relevant legal requirements. Meals and snacks will be prepared and served in a hygienic and pleasant environment.

Mayville High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Duties to include:

- Laying up tables
- Assisting with serving meals and clearing of crockery and cutlery after meals
- Clearing away after each sitting
- Monitoring pupils behaviour in the dining hall
- Serving in the tuck shop, making sure the food is stocked and taking money
- General kitchen duties
- Any other duties required for the post
- The Dining Room assistant must ensure they are aware of the legislation regarding the safe production of food and follow all kitchen policies and practices
- The above outline is not exclusive and the Dining Room assistant will be expected to assist in other areas of the kitchen as and when reasonably required.
- You would be required to undergo relevant training courses such as Food Hygiene, Safeguarding, and Equality and Diversity.
- There will be a requirement to assist with school events and functions (i.e. summer fair) outside of normal working hours.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Fulfill any other duties reasonably allocated by the Headteacher

To Apply:

Please send your CV and a covering letter outlining your suitability for the role to:

j.carter@mayvillehighschool.net

Salary: £12.21 p/h

09:30-14:30 Mon-Fri. 35 weeks a year.