

SCHOOL SUPPORT STAFF ROLE PROFILES WITH NJC JES MODEL EVALUATION – FACILITIES ROLES

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Role Title				
Premises 1				
Purpose of the role (job statement)				
To undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.				
Responsibilities				
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Undertake cleaning of allocated areas in line with specified standards and as directed 2. Operate / use domestic and industrial cleaning equipment and materials, following appropriate training 3. Store allocated equipment and materials safely and securely 4. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately 5. Collect and dispose of waste 6. Refill and replace soap, towels and other materials <p>Individuals in this role may also undertake some or all of the following:</p> <ol style="list-style-type: none"> 1. Undertake specialised cleaning programmes during school closures or other designated periods. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Knowledge / skills equivalent to current national qualifications level 1. • Cleaning skills and experience. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Knowledge and skills equivalent to national qualifications level 1. Knowledge of cleaning processes.	1	20
2.	Mental Skills	Follows pre-determined cleaning routines and standards and reports hazards or problems with equipment to senior staff.	1	13
3.	Interpersonal & Communication Skills	Provide straightforward information with supervisor, head teacher, possibly other teaching staff.	1	13
4.	Physical Skills	Manual dexterity in operating cleaning equipment	2	26
5.	Initiative & Independence	Undertakes cleaning tasks under the direction of senior staff and standard work plans, as allocated.	1	13
6.	Physical Demands	Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.	3(a)	30
7.	Mental Demands	Works to set procedures, interruptions infrequent.	1	10
8.	Emotional	Exposure to difficult or emotionally demanding	1	10

	Demands	situations is rare.		
9.	Responsibility for People's Wellbeing	Ensure healthy environment for staff and pupils.	2	26
10.	Responsibility for Supervision	May demonstrate cleaning duties to new or less experienced staff.	1	13
11.	Responsibility for financial resources	No responsibility for financial resources.	1	13
12.	Responsibility for Physical and Information Resources	Responsible for the safe use and storing equipment and materials.	2(c)	26
13.	Working Conditions	Work in conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.	3	30
Total				243

Role Title				
Premises 2				
Purpose of the role (job statement)				
To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times 2. Keep records relating to maintenance and security 3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately 4. Undertake general portage duties including moving furniture and equipment within school 5. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site 6. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms) 7. Receive deliveries to the school site 8. Collect and assemble waste for collection. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Periodic cleaning of designated areas of the school building and grounds according to instructions 2. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment 3. Undertake lettings and carry out associated tasks, in line with local agreements. 4. Act as a designated key holder, providing emergency access to the school site 5. Act as school contact in relation to premises related contractors 6. Organise testing for asbestos and other health and safety procedures. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Knowledge / skills equivalent to current national qualifications level 2. • Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs. 				
NJC Job Evaluation Assessment				
Factor	Relevant Job Information	JE Level	Score	
1.	Knowledge	Skills and experience equivalent to national qualifications at level 2. Knowledge of a range of maintenance tasks.	2	40
2.	Mental Skills	Carries out routine tasks, such as security checks and minor repairs that do not vary significantly from day to day; some fault identification.	2	26
3.	Interpersonal & Communication Skills	Exchange of information with school staff, for example, in relation to security, portage requirements, out of hours activities.	2	26

4.	Physical Skills	Manual dexterity in operating equipment and minor repair work	2	26
5.	Initiative & Independence	Follows predetermined cleaning procedures and standards; makes decisions in relation to task allocation, supplies required; escalates serious issues to senior staff.	2	26
6.	Physical Demands	Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving or lifting furniture.	3(b)	30
7.	Mental Demands	Concentration for carrying out maintenance/security tasks.	2(b)	20
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Ensure healthy environment for staff and pupils.	2	26
10.	Responsibility for Supervision	May demonstrate cleaning duties to new or less experienced staff.	1	13
11.	Responsibility for Financial Resources	No responsibility for financial resources	1	13
12.	Responsibility for Physical and Information Resources	Responsible for the safe use and storing equipment and materials; may be key holder for the locking and unlocking of premises.	2 (c) and (d)	26
13.	Working Conditions	Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection. Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable risk.	3	30
Total				312

Role Title				
Premises 3				
Purpose of the role (job statement)				
To supervise other cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Supervise and/organise rotas for designated staff to ensure cleaning services are delivered to the required standard 2. Undertake cleaning of allocated areas in line with specified standards 3. Operate / oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training 4. Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to designated purchaser 5. Ensure self and other cleaning staff operate in line with health and safety and COSHH regulations and take remedial action where hazards are identified, reporting serious hazards to senior staff immediately 6. Collect and dispose of waste 7. Refill and replace soap, towels and other materials. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Act as a designated key holder, responding to calls outside of normal working hours 2. Provide access to premises in emergency situations such as flooding 3. Supervise/undertake specialised cleaning programmes during school closures or other designated periods. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Knowledge / skills equivalent to current national qualifications level 2. • Knowledge of procedures for undertaking cleaning duties, use of cleaning equipment, chemicals, relevant health and safety, COSHH requirements, supervision of cleaning staff, ordering supplies, repairs. 				
NJC Job Evaluation Assessment				
	Factor	Relevant Job Information	JE Level	Score
1.	Knowledge	Knowledge of cleaning procedures and staff supervision equivalent to national qualifications level 2.	2	40
2.	Mental Skills	Draws up cleaning rotas, responds to day to day problems such as staff sickness, equipment faults.	2	26
3.	Interpersonal & Communication Skills	Exchange of information with head teacher, teaching staff in relation to cleaning requirements; advice, instruction to cleaning staff.	2	26
4.	Physical Skills	Manual dexterity in operating cleaning equipment	2	26
5.	Initiative & Independence	Follows predetermined cleaning procedures and standards; makes decisions in relation to task allocation, supplies required; escalates serious issues to senior staff.	2	26

6.	Physical Demands	Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.	3(a)	30
7.	Mental Demands	Concentration for cleaning tasks and supervisory responsibilities.	2(b)	20
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Ensure healthy environment for staff and pupils.	2	26
10.	Responsibility for Supervision	Regular supervisory responsibility for the work of other cleaning staff.	2	26
11.	Responsibility for financial resources	No responsibility for financial resources	1	13
12.	Responsibility for Physical and Information Resources	Stores and maintains resources such as cleaning supplies and equipment.	2(c) and (d)	26
13.	Working Conditions	Work in conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.	3	30
Total				325

Role Title				
Premises 4				
Purpose of the role (job statement)				
To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Ensure that buildings and the site are secure, including during out of school hours and take remedial action if required 2. Act as the designated key holder for the school premises 3. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) 4. Undertake minor repairs (i.e. not requiring qualified craftsperson) and maintenance of the buildings and site 5. Arrange emergency repairs 6. Arrange regular maintenance and safety checks 7. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales 8. Monitor stock and order supplies 9. Undertake general portage duties, including moving furniture and equipment within the school 10. Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately 11. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. 12. Monitor the work of and manage cleaning and other site staff. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment 2. Facilitate lettings and carry out associated tasks, in line with local agreements 3. Handle small amounts of cash for the purchase of materials to carry out repairs. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Knowledge and expertise in minor maintenance and repair. • Working at or towards national occupational standards (NOS) for facilities management and knowledge / skills equivalent to current national qualifications level 3. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract, cleaning staff Knowledge and skills equivalent to national qualifications level 3.	3	60

2.	Mental Skills	Regular checking of systems such as heating and security. Organisation of emergency repairs or maintenance.	2	26/39
		Decisions on planned maintenance.	3	
3.	Interpersonal & Communication Skills	Exchange of information with school staff, external contractors (for repairs and maintenance).	2	26/39
		Skills for motivating staff including contracting staff	3	
4.	Physical Skills	Manual dexterity in operating equipment and minor repair work	2	26
5.	Initiative & Independence	Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed, Decides on whether to undertake minor repairs prioritisation and selection of contractors and suppliers.	3	39
6.	Physical Demands	Requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.	3(b)	30
7	Mental Demands	Concentration for maintenance tasks and supervisory responsibilities.	2(b)	20
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Ensure healthy environment for staff and pupils.	2	26
10.	Responsibility for Supervision	Day-to-day allocation of work to other premises staff with occasional supervisory responsibility	2	26/39
		Supervisory responsibility for the work of premises staff and contractors whilst on site.	3	
11.	Responsibility for Financial Resources	Occasionally handles small amounts of cash e.g. to purchase materials for emergency repair.	1	13
12.	Responsibility for Physical and Information Resources	Responsible for security of the school premises; designated key holder for the locking and unlocking of premises; ordering and stock control of a range of equipment and materials.	3 (d) and (e)	39
13.	Working Conditions	Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection	3	30
Total				371-410

Role Title
Premises 5
Purpose of the role (job statement)
To be responsible for the security, maintenance and cleaning of the school.
Responsibilities
<p>Key duties:</p> <ol style="list-style-type: none"> 1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required 2. Act as a designated key holder, providing out of hours and emergency access to the school site 3. Procure quotes for routine maintenance work on school premises 4. Contribute to the management of the premises budget 5. Be responsible for other site staff including cleaning staff and grounds persons 6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) 7. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site 8. Arrange emergency repairs 9. Arrange regular maintenance and safety checks 10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales 11. Monitor materials and stock and/order supplies 12. Undertake general portage duties, including moving furniture and equipment within the school 13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately 14. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules. 15. Handle small amounts of cash for the purchase of materials to carry out repairs. <p>Individuals in this role may also undertake some or all of the following:</p> <ol style="list-style-type: none"> 1. Ensure the operation and maintenance of specialised equipment following training, for example swimming pools and sports/theatrical equipment 2. Provide training on health and safety issues to other premises staff 3. Facilitate lettings and carry out associated tasks, in line with local agreements
Indicative knowledge, skills and experience
<ul style="list-style-type: none"> • Knowledge and expertise in minor maintenance and repair. • Knowledge / skills in facilities equivalent to current national qualifications level 3 and supervisory experience.

NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Practical and procedural knowledge of the range of regulation and policies governing premises security, repairs and maintenance, operation of heating, lighting systems, ordering of supplies, procuring maintenance services. Skills and experience in facilities equivalent to national qualification level 3 and supervisory experience.	4	80
2.	Mental Skills	Skills for planning preventative maintenance programmes, analyses and planning the nature and extent of repairs and maintenance and procure contractors.	3	39
3.	Interpersonal & Communication Skills	Skills required for communication orally and in writing with contractors on site and school and premises staff; skills for supervising and motivating other premises staff.	3(b)	39
4.	Physical Skills	Manual dexterity in operating equipment and minor repair work.	2	26
5.	Initiative & Independence	Job holder has the autonomy to make decisions within established procedures, plans work and deals with unexpected problems. Ensures maintenance procedures are followed. Decides on whether to undertake minor repairs; prioritisation of contractors and suppliers.	3	39
6.	Physical Demands	Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.	2(b)	20
7.	Mental Demands	Over see maintenance work; regularly required to reprioritise tasks.	3d	30
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations in premises work is rare.	1	10
9.	Responsibility for People Wellbeing	Ensure healthy environment for staff and pupils.	2	26
10.	Responsibility for Supervision	Regular supervisory responsibility for work of other premises staff and contractors.	3	39
11.	Responsibility for Financial Resources	Handles cash for purchase of materials for repairs	2(a)	26
12.	Responsibility for Physical and Information Resources	Responsible for security of the school premises; designated key holder for the locking and unlocking of premises; ordering and stock control of a range of equipment and materials. Advice to senior management team on maintenance policy and procedures.	3(d) and (e)	39
13.	Working Conditions	Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk	2	20
Total				433

Role Title				
Premises 6				
Purpose of the role (job statement)				
Responsible for the security of the premises and related health and safety, maintenance and cleaning within the school.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Be responsible for ensuring the security of school buildings and site 2. Act as a designated key holder, providing out of hours and emergency access to the school site 3. Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation 4. Responsible for regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment 5. Responsible for regular maintenance checks and follow-up actions 6. Provide advice on the annual long term maintenance requirements to support a cost effective maintenance programme 7. Responsible for contractors whilst on site and ensure work is completed to the required standard 8. Purchase premises related equipment and supplies within agreed budget 9. Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms) 10. Arrange tenders and quotes and manage the appointment of external contractors 11. Supervise other premises staff. 12. Undertake risk assessments, ensure compliance within the school with all health and safety COSHH regulations 13. Liaise with other school staff/departments on premises issues. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Provide training on health and safety issues to other staff. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Knowledge and expertise in maintenance and repair of systems e.g. heating. • Knowledge and skills equivalent to current national qualifications level 4 in a relevant field. • Facilities and contract management and supervisory experience. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Theoretical knowledge of policies and procedures for premises security, repairs and maintenance, technical knowledge and understanding of heating, lighting and security systems, ordering of supplies, commissioning contractors, facilities management, health and safety, and supervision.	5	121
2.	Mental Skills	Requires analysis of faults and how to deal with these. Planning can be for a term or for a longer period for organising repairs and maintenance.	4	52

3.	Interpersonal & Communication Skills	Regular contact with other site and facilities staff, teaching staff, senior leadership team, external contractors (orally and in writing) ; advisory and training skills in relation to cleaning and other facilities staff.	3(d)	39/52
		Skills for negotiating with contractors.	4(c)	
4.	Physical Skills	Manual dexterity in operating equipment and minor repair work	2	26
5.	Initiative & Independence	Provides advice and makes recommendations to the senior leadership team on longer term maintenance of the school site. Recommendations can have a significant long-term impact on the school.	4	52
6.	Physical Demands	Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.	2(b)	20
7.	Mental Demands	Over see maintenance work; regularly required to reprioritise tasks.	3(d)	30
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations in premises work is rare.	1	10
9.	Responsibility for People Wellbeing	Ensure healthy environment for staff and pupils.	2	26
10.	Responsibility for Supervision	Regular supervisory responsibility for a number of premises staff	3	39/52
		Management responsibility for cleaning and maintenance staff and contractors whilst on site.	4	
11.	Responsibility for financial resources	Purchase premises related and supplies within agreed budget.	2(c)	26
12.	Responsibility for Physical and Information Resources	Responsible for the overall security of the school premises, the selection and/ordering of equipment and materials within premises/facilities budget, and equipment maintenance policies that impact on the whole school. Advisory responsibility in respect of maintenance and shared contributory responsibility in relation to health and safety policies.	4(c)	52
13.	Working conditions	Works occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable physical risk.	2	20
Total				492-518

Role Title				
Catering In-School 1				
Purpose of the role (job statement)				
To assist in the preparation, cooking and serving of food and beverages, as directed.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Assist in the preparation, cooking and serving of food and beverages 2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times 3. Operate kitchen equipment, following training 4. Undertake cleaning and washing up as directed in the kitchen and dining areas 5. Refill and replace sauces, condiments and other consumables. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Assist with moving and setting up dining furniture 2. Undertake cashier duties, and under supervision be responsible for operating a cash register. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Food hygiene certificate. • Some relevant experience working with food and / or in a kitchen environment. 				
NJC Job Evaluation Assessment				
Factor	Relevant Job Information	JE Level	Score	
1.	Knowledge	Knowledge of a limited number of procedures and equipment for preparing, serving and assisting with cooking of food, relevant hygiene requirements, gained through a short induction period.	1	20
2.	Mental Skills	Straightforward decisions on tasks, such as food preparation, cooking, washing up. Jobholders report any issues to senior kitchen staff.	1	13
3.	Interpersonal & Communication skills	Exchange of information with other catering and dining area staff. Interaction with pupils to ascertain needs.	2	26
4.	Physical Skills	Use of kitchen equipment, knives for food preparation	3	39
5.	Initiative & Independence	Tasks are planned by senior kitchen staff and allocated to the individual who performs these under close supervision.	1	13

6.	Physical Demands	Standing for periods of time whilst involved with food preparation, cooking and serving, involves carrying weights, such as saucepans, food containers. Requires ongoing considerable physical effort	3(a)	30
7.	Mental Demands	Sensory attention for medium periods for food preparation, cooking, serving in potentially hazardous area.	2(a)	20
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Provides basic services to pupils by preparing and serving food	2	26
10.	Responsibility for Supervision	May demonstrate own duties to new or less experienced staff.	1	13
11.	Responsibility for Financial Resources	Little or no responsibility for financial resources or	1	13/26
		Takes money for meals, operates cash register	2	
12.	Responsibility for Physical, and Information Resources	Responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others	2(e)	26
13.	Working Conditions	Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.	3	30
Total				279-292

Role Title				
Catering In-School 2				
Purpose of the role (job statement)				
To undertake the preparation, cooking and service of food and beverages plus other related catering duties, as directed by the cook / chef.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Prepare, cook and serve food and beverages, as directed 2. Operate kitchen equipment, following training 3. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times 4. Prepare and clear kitchen and dining areas 5. Undertake cleaning and washing up as directed in the kitchen and dining areas 6. Check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables 7. Allocate tasks and oversee work of catering assistants. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Undertake cashier duties be responsible for operating a cash register and all monies during service 2. Assist in moving and setting up dining furniture 3. Assist with delivering catering for functions. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Food hygiene certificate. • Working at or towards national occupational standards (NOS) for food preparation and cooking and knowledge / skills equivalent to current national qualifications in food preparation and cooking Level 2. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Knowledge of a range of procedures for preparing, cooking and serving food, relevant hygiene requirements gained through on the job training or previous experience. Knowledge and skills equivalent to level 2 national qualifications in food preparation and cooking.	2	40
2.	Mental Skills	Deals with day to day problems. Reconciles deliveries against delivery notes Follows rules that are laid down by the cook / chef.	2	26
3.	Interpersonal & Communication skills	Exchange of information with other catering and dining area staff. Interaction with pupils to ascertain needs.	2	26
4.	Physical Skills	Use of kitchen equipment, knives for preparation, cooking of food	3	39

5.	Initiative & Independence	Generally works from instructions, but makes some decisions involving initiative, for example allocating work.	2	26
6.	Physical Demands	Standing for periods of time whilst involved with food preparation, cooking and serving; involves carrying weights, such as saucepans, food containers. Requires ongoing considerable physical effort	3 (a)	30
7.	Mental Demands	Sensory attention for medium periods for food preparation, cooking, serving in potentially hazardous area.	2	20
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People's Wellbeing	Provides basic services to pupils by cooking and serving food	2	26
10.	Responsibility for Supervision	Allocates tasks to other catering staff.	2	26
11.	Responsibility for Financial resources	Little or no responsibility for financial resources or	1	13/26
		Takes money for meals, operates cash register	2	
12.	Responsibility for Physical and Information Resources	Responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables.	2(e)	26
13.	Working Conditions	Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.	3	30
Total				338-351

Role Title				
Catering In-School 3				
To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals to a limited choice menu.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Plan and prepare balanced limited choice menus according to nutritional standards and taking into account the dietary needs of pupils, their varied cultural and religious backgrounds, and costs and budgets 2. Prepare, cook and oversee the cooking of food 3. Organise and supervise the work of other kitchen staff, including ensuring they have been adequately trained 4. Operate and ensuring maintenance of kitchen equipment, following training 5. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times 6. Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Reconcile cash 2. Cater for functions. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Food hygiene certificate. • Working at or towards national occupational standards (NOS) for catering and knowledge / skills equivalent to current national qualifications level 3. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Knowledge of range of techniques, procedures and practices, some of which are relatively complicated, for preparing, cooking and serving food, menu planning, relevant hygiene requirements. Gained through formal training or equivalent or on the job Knowledge and skills equivalent to national qualifications level 3 in catering.	3	60
2.	Mental Skills	Work in accordance with set procedures and involves short term planning (for example menu planning, food ordering) and responding to equipment breakdown or supplier issues. Resolves problems in relation to supplies, staff, and pupil requirements.	3	39
3.	Interpersonal & Communication Skills	Skills required to communicate with other kitchen staff, the Head teacher and external organisations (e.g. food suppliers) on issues such as menu planning and/ordering of goods. Motivates, trains catering staff. Negotiating and persuasive skills used with food suppliers	3 (b) and (c)	39
4	Physical Skills	Use of kitchen equipment, knives for preparation, cooking of food.	3	39

5.	Initiative & Independence	Makes decisions regarding own and other kitchen staff work, including setting menus, ordering goods and maintaining kitchen to required standard.	3	39
6.	Physical Demands	Standing for periods of time whilst preparing, cooking and serving food; involves carrying weights, such as saucepans, food containers. Requires ongoing considerable effort	3	30
7.	Mental Demands	Sensory attention for medium periods for cooking and food preparation enhanced mental attention for food ordering, menus.	2	20
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Provides basic services to pupils by cooking and serving food / taking monies at meal times. May have some contact with pupils outside of the kitchen environment, such as in healthy eating presentations.	2	26
10.	Responsibility for Supervision	Supervises a team of catering staff.	3	39
11.	Responsibility for Financial Resources	Little or no responsibility	1	13/26
		Reconciles cash takings	2	
12.	Responsibility for Physical and Information Resources	Selects and/orders supplies and consumables	2(g)	26
13.	Working Conditions	Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.	3	30
Total				410-423

Role Title				
Catering In-School 4				
Purpose of the role (job statement)				
To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of multi-choice meals.				
Responsibilities				
Key duties:				
<ol style="list-style-type: none"> 1. Plan and prepare balanced multi-choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils, their varied cultural and religious backgrounds, and costs and budgets 2. Prepare, cook and oversee the cooking of a range of food items. 3. Organise and manage the work of other kitchen staff, including ensuring they have been adequately trained 4. Operate and ensuring maintenance of kitchen equipment, following training 5. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times 6. Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards. 				
Individuals in this role may also undertake some or all of the following:				
<ol style="list-style-type: none"> 1. Reconcile cash 2. Cater for functions. 				
Indicative knowledge, skills and experience				
<ul style="list-style-type: none"> • Food hygiene certificate. • Working at or towards national occupational standards (NOS) for professional catering and knowledge / skills equivalent to current national qualifications level 3 plus experience of large-scale catering including specialist diets. 				
NJC Job Evaluation Assessment				
Factor		Relevant Job Information	JE Level	Score
1.	Knowledge	Practical and procedural knowledge of techniques, procedures and practices for preparing, cooking and serving food, menu planning, relevant hygiene requirements; formal off the job training and induction or equivalent experience Knowledge and skills equivalent to national qualifications level 3 in professional cookery plus experience of large-scale catering and specialist diets.	4	80
2.	Mental Skills	Work in accordance with catering procedures and involves short term planning (for example multi-choice menu planning, catering themes for term, food ordering) and responding to equipment breakdown or supplier issues.	3	39
3.	Interpersonal & Communication skills	Skills required to communicate other kitchen staff, the Head teacher and external organisations (e.g. food suppliers) on issues such as menu planning and/ordering of goods; Motivates, trains catering staff. Negotiating and persuasive skills used with food suppliers	3(b)(c)	39

4	Physical Skills	Use of kitchen equipment, knives for preparation, cooking of food.	3	39
5.	Initiative & Independence	Organises the work of the kitchen, ordering goods and maintaining kitchen to required standards.	4	52
6.	Physical Demands	Standing for periods of time whilst preparing, cooking and serving food; involves carrying weights, such as saucepans, food containers. Requires ongoing considerable effort	3a	30
7.	Mental Demands	Sensory attention for medium periods for cooking and food preparation enhanced mental attention for food ordering, menus. Catering duties are frequent interrupted, including to deal with service issues	3	30
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Provides basic services to pupils by cooking and serving a range of food. May have some contact with pupils outside of the kitchen environment, such as in healthy eating presentations.	2	26
10.	Responsibility for Supervision	Supervises/manages a team of catering staff	3	39
11.	Responsibility for financial resources	Works within weekly budget for school meals.	2(c)	26
12.	Responsibility for Physical and Information Resources	Selects and/orders a range of catering supplies and consumables	3(e)	39
13.	Working conditions	Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.	3	30
Total				479

Role Title			
Catering In-School 5			
Purpose of the role (job statement)			
To be responsible for the safe, effective and efficient operation of all aspects of catering services within one or more schools.			
Responsibilities			
Key duties:			
<ol style="list-style-type: none"> 1. Take responsibility for preparation, cooking and service of food in one or more schools 2. Assist with the development of school policies and procedures relating to catering services 3. Plan, operate and control the production and service of food-related duties, setting out programmes of work and supervising other catering staff 4. Devise, plan and prepare balanced multi and/or limited choice menus with the cook(s) ,in accordance with nutritional standards, considering the dietary needs and preferences of pupils and varied cultural and religious backgrounds and that are cost within the allocated budgets 5. Order food goods and other commodities from suppliers within the agreed school(s) catering budget 6. Take responsibility for the cleanliness of equipment, the kitchen and dining areas in school(s) 7. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times 8. Ensure storage and management of food and other consumables in line with health and safety and hygiene regulations. 			
Individuals in this role may also undertake some or all of the following:			
<ol style="list-style-type: none"> 1. Organise catering for functions sometimes resulting in income generation. 2. Promote healthy eating within the school, this may include presenting to pupils within classes 3. Test / develop new food products / menus. 			
Indicative knowledge, skills and experience			
<ul style="list-style-type: none"> • Catering management experience. • Food hygiene certificate. • Knowledge / skills equivalent to current national qualifications level 4, experience of large scale catering. 			
NJC Job Evaluation Assessment			
Factor	Relevant Job Information	JE Level	Score
1.	Knowledge Knowledge of techniques, procedures, practices for managing catering service, preparing, cooking and serving of food, relevant hygiene requirements acquired though several years of training, qualifications or experience. Business and marketing knowledge for income generation. Knowledge and skills equivalent to national qualifications level 4 in catering, business management, plus experience of large scale catering.	5	100

2.	Mental Skills	Allocates work, responds to problems over e.g. staff absence, food supplies menu planning; long term planning on school policies relating to catering and staffing needs.	4	52
3.	Interpersonal & Communication Skills	Developed motivational, training, negotiating skills required to communicate with other kitchen staff, Head teacher and external organisations (e.g. food suppliers) on issues including menu planning and/ordering of goods.	4(b) and (c)	52
4.	Physical Skills	Standard keyboard, skills, may require driving skills	2	26
5.	Initiative & Independence	Manages catering function, Makes decisions regarding own and other kitchen staff work, including setting menus, ordering goods and maintaining kitchen to required standard. .	5	65
6.	Physical Demands	Requires normal physical effort with a mixture of sitting, walking and carrying minor loads.	1	10
7.	Mental Demands	Medium periods of concentrated mental attention for budget management, menus, staffing issues. Work is regularly interrupted.	3	30
8.	Emotional Demands	Exposure to difficult or emotionally demanding situations is rare.	1	10
9.	Responsibility for People Wellbeing	Provides basic services to pupils by overseeing the cooking and serving of a range of food. May have some contact with pupils outside of the kitchen environment, such as in healthy eating presentations.	2	26/39
		Provides advice on nutritional standards.	3	
10.	Responsibility for Supervision	Line manages staff. in more than one workplace or activity	4	52
11.	Responsibility for Financial Resources	Manages budget for catering operation for one or more schools	3(b)	39
12.	Responsibility for Physical and Information Resources	Procures and orders supplies for catering operation of one or more schools.	3(e)	39
13.	Working Conditions	Work is mainly in an office environment but involves visits to other catering sites.	2	20
Total				521-534