



## Job Description

**Title:** Learning Support Worker

**Reporting to:** Catering Manager/Employment Support Officer

**Responsible to:** Projects Manager

**Salary:** £11,454 - £12,372 per annum pro rata (£5.87 per hour)

**Hours:** part time 20 hours per week (10am – 2pm)

**Holidays:** 25 days (pro rata)

**Location:** The Old Schoolhouse

### Duties and Responsibilities:

- Provide learning support to trainees within the catering project
- Assist with the efficient running of the catering project in conjunction with the catering manager and the employment support team
- Assisting with the supervision of trainees in conjunction with the Catering Manager/ Employment Staff
- Contribute to regular appraisals in conjunction with the Catering Manager/Employment Staff
- All administration duties in relation to above
- Other duties which may be required within the general context of the post

### Qualifications and Skills required:

#### Essential:

- Applicants must have experience in working with individuals with a learning disability and awareness of various individual support needs
- Willingness to engage in further training as applicable to the job
- Possess Basic Food Hygiene Certificate or willingness to work towards certificate
- Good communication skills
- Ability to work as a team

#### Desirable:

- Access to a car which is insured for business use and hold a current driving licence
- Experience in a catering setting and working with the general public
- Experience in training and guidance

This Job Description is not definitive and will be reviewed from time to time.  
A degree of flexibility is necessary depending on the needs of the service