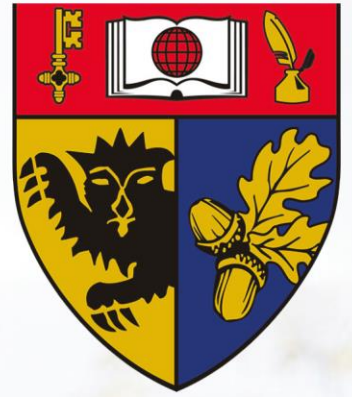




**GREENSHAW**  
LEARNING TRUST



# Catering Assistant Recruitment Pack

**ALWAYS  
LEARNING**

July 2021

Dear Candidate

Thank you for your interest in the post of Catering Assistant Yate Academy

Our school is a well-established secondary school and sixth form, which caters for up to 900 pupils. We have achieved a set of outstanding GCSE results which put them well above the national average for progress. A relentless focus on high expectations has resulted in this exceptional GCSE performance. The results are not only the best in the school's history but will put Yate Academy amongst some of the best schools in the country. As well as having the full support of an active Teaching Team and Leadership team the school benefits from the experience and support that comes with being part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

If you would like an opportunity to visit our school, please contact Mrs K Sims on 01454 333592 to arrange a suitable time.

We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

### **How to apply**

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.yateacademy.co.uk](http://www.yateacademy.co.uk) under 'About us' > 'Current Vacancies'

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

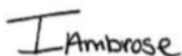
The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

**Closing date:** 06/08/2021

**Interview date:** 12/08/2021

**Start Date:** TBC

Yours sincerely



Isabel Ambrose  
Headteacher

### **Greenshaw Learning Trust – About us**

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

### **The Greenshaw Learning Trust Mission Statement**

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

### **Greenshaw Learning Trust Employee Benefits**

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

## Job Description – Catering Assistant

### Job Purpose

To work as part of a team in the school's catering facilities and assist in preparation and service of meals under instruction from the catering supervisor.

**Reporting to:** Catering Assistant  
**Salary:** £8,682 - £8,856 per annum  
**G13 SCP 2-3. Term time only plus all INSETS**  
**Hours:** 20 hours per week (Monday-Friday 10:00-14:00hrs)

### Key Duties

- General duties in kitchen, dining room, the hub, and the cool zone.
- Assist in the preparation and cooking of school meals.
- Assist with the service and presentation of food and beverages.
- Assist with the cleaning of kitchen equipment and catering areas.
- Attend training courses and meetings as required.
- Ensure hygiene and health and safety standards are met at all times.

### Key Duties

- You may be required carrying out additional duties, as the Catering Manager may reasonably request from time to time.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties as may be reasonably allocated by your line manager or Headteacher.

### Other job requirements

#### Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

#### Special Notes on Conditions

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

**This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.**

## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
A food hygiene qualification is preferable; training will be given if required	●	
Good numeracy/literacy skills	●	
Willingness to undertake training as required	●	
Experience and Knowledge	Essential	Desirable
Experience of working in a busy school kitchen is desirable but not essential	●	
Experience of taking direction whilst under pressure	●	
Experience of working with stock levels	●	
Basic knowledge of Health and Safety guidelines	●	
Skills and Abilities	Essential	Desirable
Ability to work on own initiative and as part of a team	●	
Excellent Communicator	●	
Willingness to work with young people	●	
Willingness to work flexible hours including some evening work if required (notice will be given)	●	
Personal	Essential	Desirable
Outstanding attendance record	●	
A willingness to become involved in all aspects of school life	●	
High levels of professional integrity, energy and enthusiasm	●	
A commitment to high standards and expectations	●	