



GREENSHAW
LEARNING TRUST

Catering Assistant

Recruitment Pack

TWEEDDALE



Primary School

**ALWAYS
LEARNING**

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Headteacher's Welcome

Thank you for your interest in working at Tweeddale Primary School. We are looking to recruit an enthusiastic Catering Assistant to join our school kitchen team. You will be working as part of a small team to assist in the preparation and service of school meals. If you think this could be the role for you, please visit our website <https://www.tweeddaleprimary.sutton.sch.uk/vacancies.php> to apply. We look forward to meeting you.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification, and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

About the school

Tweeddale Primary School is a popular two form entry primary school, part of the Greenshaw Learning Trust, located in the St Helier estate in the north of the London Borough of Sutton. Tweeddale is a school at which pupils thrive and work together as part of an inclusive and harmonious community.

We offer:

- Bubbly, well behaved children who are enthusiastic and keen to learn
- A friendly, supportive and dedicated staff team
- A 'healthy' school that promotes a high level of care, support and wellbeing to pupils and staff
- A well-resourced school
- Greenshaw Learning Trust Employee Benefits

Greenshaw Learning Trust

Always Learning

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We believe that we are all 'Always Learning'.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and

support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years.

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.

Employee Benefits

The Greenshaw Learning Trust recognises its employees as its most important asset and are aware that the quality and commitment of employees is critical to success. All employees are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government or Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye care voucher scheme
- Car benefit scheme
- My Health discounts

Catering Assistant - Details of job

Outer London Payscale: 1a/2 (points 1-4)

Salary: £21,228-£22,179 FTE (Actual £8,256-£8,626)

Hours of work: 16.25 hours per week, term-time plus 3 days (INSET day at beginning of each term)

Contract: Permanent

Start date: ASAP

Purpose of Job

To work as part of a team and assist in the preparation and service of school meals under the direction of the Catering Manager.

Accountable to: Catering Manager

Main Duties

1. General duties in kitchen and dining room (including washing up/using dishwasher and putting up/taking down of dining furniture)
2. Assist in the preparation and cooking of school meals
3. Assist with the service and presentation of food and beverages
4. Assist with the cleaning of kitchen equipment and catering areas
5. Attend training courses and meetings as required
6. Ensure hygiene and health and safety standards are met at all times

General Duties

1. To participate in school initiatives where every person is expected to contribute to learner's progress
2. To participate in the school's professional learning programme as agreed
3. 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
4. Such other duties as may be reasonably allocated by your line manager or Headteacher.

Other Job Requirements

Job Context

Catering assistants play an important part in the smooth and efficient running of the school kitchen. The post holder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency response.

Problems and Decision Making

Determining any action to be taken arising from shortage of equipment and stock.

Identification of health and safety hazards and other deficiencies in the kitchen.

Supervision and Work Planning

General supervision will be provided by the Catering Manager. However, the post holder will be required to work without direct supervision.

Working Environment

Cleaning and maintenance duties may involve dealing with chemicals, sweeping, mopping and lifting heavy items. Manual handling and duty specific training is provided.

Equipment

Use of kitchen cleaning and cooking appliances.

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 postholder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Experience

We are looking for someone with the following skills and qualities:

Criteria	Essential	Desirable
Experience and knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following experience and knowledge:		
	1. Experience of taking direction whilst under pressure 2. Basic knowledge of Health and Safety guidelines 3. Understanding the Food Safety principles	4. Experience of working in a busy school kitchen
Skills and Abilities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following skills and abilities:		
	1. Ability to wash up and carry out cleaning duties commensurate with working in a school kitchen 2. Ability to follow guidelines as laid down by the school when working with food 3. Willingness to carry out all responsible cleaning tasks as directed by the Catering Manager 4. Excellent communication skills with adults and children 5. Ability to work on own initiative and as part of a team	
Qualifications: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following qualifications:		
	1. Good numeracy and literacy skills 2. Willingness to undertake training as required	3. A food hygiene qualification (training will be given if required)
Personal: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:		
	1. Ability to demonstrate reliability, professional integrity, energy and enthusiasm 2. A cheerful disposition 3. To enjoy working with children in a school environment 4. A willingness to become involved in all aspects of school life	

	5. A willingness to work flexible hours (notice will be given)	
Other: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following other qualities:		
	<ol style="list-style-type: none"> 1. Commitment to working within the Greenshaw Learning Trust's policies, including but not limited to Safeguarding, Health & Safety, Data Protection, Equality and Staff Code of Conduct 2. Commitment to high standards and expectations 3. Ability to respect confidential issues regarding pupils, parents and staff 	

The Recruitment Process

Visits to the school are encouraged. Please telephone the school office on 020 8644 5665 for an appointment.

Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.tweeddaleprimary.sutton.sch.uk/vacancies.php> to register. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application. Please note that CVs are not accepted.

In the application form and personal statement, you should clearly demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application. Your application is shortlisted based on this information.

Applications must be submitted no later than midday on Monday 5th September 2022.

Shortlisting

Once shortlisting is finalised, shortlisted applicants will be invited by email to attend a formal interview process. References will be taken up after shortlisting has taken place (prior to interview).

Interview Process

The interview date is to be confirmed and any specific details will be emailed to you.

Right to Work

Evidence of your right to work in the UK should be brought to your interview.

Start date

ASAP

Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check along with other relevant employment checks.