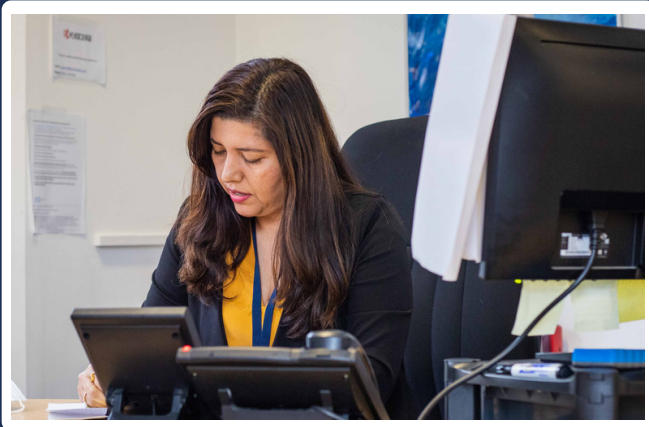


READING SCHOOL
RECRUITMENT PACK

Catering Assistant





Reading School

Introduction

Everyone needs to belong, and at Reading School our staff work together, acting with purpose and leadership to serve the school community and beyond. With common purpose we achieve a profound sense of belonging.

Belonging is an essential component of wellbeing, because when we feel that we belong, we are more likely to achieve our potential, add value and make a positive difference.

As a school of character we believe that your actions can and will make a difference to you and others. We role model positive behaviour and celebrate success.

We support our staff to learn, lead and serve.

Learn: What are my opportunities for development in the year ahead?

Lead: How can I role model a culture of character and belonging to colleagues?

Serve: How can my skills positively shape the school community?

We are a values-based organisation that focuses on growth and development. Our core values underpin everything that we do.

If you are thinking about joining our team you can find out why it might be the right fit for you. Our team is proud to make a positive impact and strives to put values in to action – excellence, integrity, leadership and community.

We believe that when you feel safe and included, you will be at your most engaged and productive.

We are committed to developing our staff by providing opportunities for growth to empower you to achieve your personal best.

**Mr AM Robson
Headmaster**

We have an exciting opportunity for a Catering Assistant to join our Associate Staff Team at Reading School.

We are looking for someone who:

- Has great customer service skills and is comfortable in a customer facing environment.
- Enjoys learning new skills and has an enthusiasm for catering.
- Works well under pressure and is comfortable in a flexible, fast paced working environment.
- Enjoys working as part of a team, but is comfortable working independently as required.

Hours of work: 34 hours, term time only plus 1 week (including INSET days)

Mon & Tue: 0930h - 1430h; Wed & Thu: 1200h - 1900h; Fri: 1000h - 1600h

Grade: RS01 (Point 2-3)

Salary: £20,441 - £20,812 per annum (FTE); £16,301 - £16,596 per annum (actual)

We understand that not being able to meet every skill on a job description can put many off from applying. You should apply for the job if you feel you are the right person for the role and can demonstrate in your application how you can apply the skills from your current role to our setting.

Find out how to apply [here](#).

A full job description can be found [here](#).

Combining a distinguished heritage, a positive reputation for outstanding academic achievement and a commitment to high standards of pastoral care, at Reading School we aspire to be a "World Class School" with excellence at the heart of everything we do. We are situated 15 minutes' walk from central Reading and close to transport links. Reading is a diverse place to live with arts, culture and heritage at the heart of the town.

We offer an exceptional all-round education enabling each student to realise his academic, cultural or sporting potential. A Selective Boys' School, Reading School takes both day and boarding students. In 2020, the school was rated the Sunday Times South East State School of the Year and awarded 'outstanding' in the Boarding Ofsted Inspection in February 2020.



What can we offer you...

- Generous annual leave entitlement plus bank holidays (part-time employees will receive the same entitlements on a pro-rata basis):
 - On appointment: 29 days
 - After 5 years' service: 31 days
- Pension (optional): Local Government Pension Scheme with generous pension contributions.
- Private Health Medical Insurance (employee contributed, competitive corporate rate).
- An absolute commitment to growing and developing all of our staff, encouraging both personal and professional development.
- Opportunities to innovate and lead extra-curricular or pastoral projects if desired
- 'Reading Week' in Michaelmas Term to support staff wellbeing and to allow time for associate staff to complete mandatory and professional development.
- A staff body based on values of support, kindness, calm and caring responses.
- A school where you can really make your mark and where you will feel valued.
- International connections and partner schools in Kenya, New Zealand, Denmark and South Africa.
- Free on-site car parking near central Reading and walking distance of Reading Station.
- Free use of on-site fitness suite.
- Annual eye care for regular DSE users.
- Ride to Work and Technology schemes.

Character Education is at the heart of all we do...

Reading School believes Character Education belongs at the heart of the curriculum. The Reading Way is a holistic approach with a broad curriculum that encourages intellectual curiosity, whilst enriching and developing the sporting and artistic lives and cultural capital of our students.

The aims of academic excellence and character excellence are complementary: we want our students to flourish through sustained high performance and personal development.

The Reading Way invites all staff (Teaching and Associate) to work together with students and parents, to learn with and from each other, acting with purpose and leading in order to serve both the school community and beyond.

Electives are an integral part of our ambitious curriculum intent that seeks to develop excellence and build people to be people of substance and character. They are a positive feature of our rich and ambitious curriculum offering, giving our students access to an inspiring, broad range of opportunities to flourish. Through harnessing choice our students are supported and challenged to create energy, enhance intellectual curiosity and be accountable.

The implementation of the Electives programme is based around opportunity, intellectual curiosity, cultural capital, nurturing of skills and application of knowledge, wellbeing and collaboration.

We run 100 Electives per week, timetabled in Period 7 daily and staff are encouraged to contribute in areas of interest.



Reading School's Future Stories programme operates in partnership with local primary schools to develop and support a range of activities.

Its focus continues to be on developing supportive mentoring relationships between primary school pupils and Sixth form students who give their time and energy to support the programme.

We have also developed and sustained a model of online mentoring that has proven to benefit students in need of additional 1:1 support or encouragement to improve their attainment and self-confidence.

You can get involved in delivering fun interactive sessions to primary school students. These sessions are supported by our senior prefects, who greatly benefit from the opportunity to develop their leadership skills and support other students in our local community.

Our Co-Curricular Programme is designed to enable our pupils to extend their aspirations, skills and a range of interests beyond the classroom.

We have numerous available activities including Dungeons and Dragons Club, Robotics, Drama, Music, Combined Cadet Force (CCF) and a wide range of sports, including rugby, lacrosse, football and cricket. However, we are always open to giving staff the freedom to open up new opportunities for our students.

You can discover more about the opportunities you can get involved in on [our website](#).

*Learn, lead
and serve...*





A Rich History and a Promising Future

Reading School has a rich history and we wish to build on our impressive past and current achievements and successfully realise the school's ambitious development plans.

Founded in 1125 as part of Reading Abbey, Reading School is the tenth oldest school in England. In 1486 the school was refounded by Henry VII as a 'Free Grammar School'. After the dissolution of Reading Abbey in 1539, the School fell under the control of the Corporation of Reading, its status being confirmed by Henry VIII in 1541.

This was reconfirmed in the Royal Charter granted to the Corporation of Reading by Elizabeth I in 1560.

During the Civil War the School was used as a garrison by Royalist forces and in 1665 Parliament, forced out of London by the Great Plague, took over the school house.

After a period of declining numbers, the School was given a renewed lease of life with the passing of the Reading School Act in 1867 which clearly set out its administration and funding.

"Reading School is the tenth oldest school in England."

The buildings designed by Alfred Waterhouse were opened in 1871. The development of Reading School was strengthened following the 1944 Education Act and the school retained its selective status in 1973 after a petition signed by a third of all voters in Reading.

February 2011 witnessed Reading School converting to Academy status.

Since 2012, there have been improvements to examination results at both GCSE and A Level in addition to the development of a new Refectory, Computer Science facilities and 4 Biology laboratories and 3 Chemistry laboratories.

Academic Excellence

Our aim to be a World Class School is shaped by the central importance of academic achievement. We have an outstanding academic track record. Indeed, recent examination results have placed Reading School among the top ten performing state schools in the country. In terms of its academic performance, the 'free Grammar School' competes strongly with independent schools costing up to £45,000 per year. For instance, in 2022, 93.3% of Year 13 students were awarded A*- B grades at A Level, with over 25% of candidates achieving at least three A* grades. In addition, 71% of candidates gained at least AAB. Furthermore, at GCSE 88.8% of entries were awarded grades 9-7 and 100% of pupils gained five grades 9-4 including English and Maths. In 2022, 49 students have been offered places studying at Oxford and Cambridge Universities, medical school, veterinary medical school, or Ivy League Colleges . In January 2023, 23 students have been offered places at Oxford and Cambridge. Regularly, over 80% of places are gained at Russell Group Universities. A broad and balanced academic curriculum is one of Reading School's greatest strengths. All students study separate science and a modern or ancient language at GCSE. All students follow a three year KS4 and will be eligible for the English Baccalaureate. The large sixth form of over 360 students offers a wide range of subject combinations covering Maths, Sciences, Humanities, Languages and the Arts. We were awarded the accolade of State Secondary School of the Year 2023 (South East Region) by the Sunday Times.

Building Good Men

Whilst academic excellence is important, Reading School also offers an exceptional all-round education designed to give each student an opportunity to fully explore their talents. We also value character excellence as evidenced in July 2022 when we were awarded the 'Character Education Kitemark Plus' by the Association of Character Education (ACE) and we are a Regional Hub of Character Excellence. The school offers an extensive extra-curricular programme and has an enviable reputation in Music. Students from Year 9 are able to participate in the Combined Cadet Force (CCF) and there is a thriving 'Future Stories' programme through which the School is able to share expertise and resources with Primary Schools. Reading School is especially proud of the development of International Partnerships and since 2012 we have nurtured links with Schools in Australia, New Zealand, Denmark and Kenya. In addition, our students have represented the UK in competitions held in St Petersburg, Hong Kong, Pittsburgh, USA and Sydney, Australia. The myriad of enrichment opportunities offered are only possible through the commitment of staff, support of parents and the generosity of the Reading Foundation and the Old Redingensians Association. Learning beyond the classroom, whether it be a Year 8 trip to Finland or Iceland or a Rugby tour to Japan is a crucial component of the experience of Reading School. Enrichment activities complement and extend the experience of academic lessons. We are fully committed to developing and extending opportunities for students, through the Reading Way. We are committed to both academic excellence and building people of substance.

Pastoral Care

Reading School prides itself on delivering high standards of pastoral care. Each student is a member of a House. Currently there are five houses: County, East, School, West and Laud.

In Year 7, each student has a Form Tutor who is also the Head of House. This system helps Heads of Houses to get to know all students.

The School offers an excellent personal development programme which focuses on nurturing integrity and character. This is supplemented by the work of the Chaplain, Learning Consultant and the experienced Special Educational Needs Co-ordinator and a Transition Lead.

Therefore, it is true to say that at Reading School we believe in the development of the heart and the head.

Boarding

Boarding is an integral part of the fabric and character of Reading School. The quality of the Boarding experience was judged to be 'outstanding' by Ofsted in March 2020. There are 87 weekly boarders from Years 7-13 in two boarding houses, East Wing and South House. As Reading School is a state school, boarders do not pay tuition fees. The Headmaster is Head of Boarding.

Admissions

Students are admitted to the School at the age of 11 and are required to sit entrance examinations. External qualified post-16 students are admitted to the Sixth Form.

Reading School is an academically selective, state school and is oversubscribed. The Governing Body are committed to encouraging increased opportunities and promote social mobility through the 'Future Stories' project which seeks to encourage students from all backgrounds to apply to sit the Entrance Test.

Facilities and Finance

Situated near the centre of Reading, the School offers good facilities which have undergone improvement recently – a Refectory in 2012, new Computer Science laboratories in 2013, refurbished Lecture Theatre in 2014, Fitness Suite, 7 new Biology and Chemistry Laboratories in 2018 and refurbished Physics Laboratories in 2022.

The School has ambitious plans to develop the site, especially relating to Sports Facilities and a Sixth Form Centre.

Leadership and Governance

Leadership

The Headmaster, Mr AM Robson, is supported by the Senior Leadership Team, comprising of the Deputy Headteacher, five Assistant Headteachers, Finance Director, Executive Assistant and the Chief Operations Officer. This group meets every morning, with a strategic meeting after school every Monday.

Governance

As an Academy Trust, Reading School is a charitable company limited by guarantee under the overall authority of the Governing Body and the Headmaster. The school site is owned by a charitable trust, The Reading Foundation, established in 1986.

The Governing Body is chaired by Mr Robert Kenwick and comprises 16 Governors who are Directors of the Reading School Academy Trust Company and is served by an effective, experienced Clerk to the Governors.



Catering Assistant

Reports To

Catering Manager

Grade / Pay Scale

RS01 (Points 2 - 3)

Annual Salary

£20,441 - £20,812 per annum (FTE); £16,301 - £16,596 per annum (actual)

Hours of Work

34 hours per week, term time only plus one week (including INSET days)
Mon & Tue: 0930h - 1430h; Wed & Thu: 1200h - 1900h; Fri: 1000h - 1600h

Employment Status

Permanent

Reviewed

Annually

Additional Information (working hours):

While this is predominantly a term-time role, additional working hours may be available during school holidays and at weekends to support event catering and functions.

Job Purpose

The catering assistant is responsible for:

- Assisting in the provision of an efficient and effective catering service in accordance to healthy eating and DfE guidance.
- Assisting in the preparation, cooking, presentation and serving of meals and snacks.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of necessary checks.

Duties and Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

Reading School is committed to safeguarding and promoting the welfare of our students.

We expect all staff working in the school to share in this commitment and contribute to:

- Providing a safe environment for our students to learn in.
- Identifying safeguarding concerns and acting in line with our safeguarding policies.

Operational

- Maintain good relationships with all staff, students, visitors, suppliers and contractors.
- Check and put away deliveries as required ensuring food delivered is handled and stored correctly, including the rotation of stock.
- Carry out cleaning and maintenance tasks within catering and dining areas to ensure a clean, safe and workable environment at all times.
- Wash all kitchen utensils and equipment and put them away appropriately.
- Maintain a high standard of food and kitchen hygiene.
- Carry out and record details of equipment and appliance checks as required.
- Carry out and record temperature testing as required.
- Report any faults with equipment and appliances to the catering manager.
- Prepare the dining area before and after service, including the moving and/or setting up of furniture, trolleys and equipment.
- Inform the Head Chef of stock levels and requirements.
- Assist in the preparation and cooking of food to the highest standard.
- Serve all food and beverages during service times, having due regard at all times to quality control and quantity.
- Provide a good standard of customer service to all users of the catering area.
- Maintain and fill vending machines as required.
- Carry out special catering function work as required.

Administrative / Financial

- Complete administrative duties to the required level of accuracy.
- Complete financial duties to the required level of accuracy and in accordance with school procedures, including the reconciliation of cash registers.
- Act as a cashier and take the correct payment for food and/or beverages purchased.
- Assist in stock take and procurement procedures as required.
- Input and extract information from the school's catering system as required.

General

- Keep up-to-date as required with catering, food hygiene and health and safety regulations.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

Every job description will be subject to review on an annual basis, or

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<p>Qualifications and Experience</p>	<ul style="list-style-type: none"> • Food hygiene certification or a willingness to obtain one. 	<ul style="list-style-type: none"> • Catering qualification. • Catering in a professional capacity. • Experience of working in a school or similar establishment. 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interviews • Certificate(s) (to be available at interview)
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • Able to communicate effectively with people of all ages and levels. • Able to assist in the preparation, cooking and serving of food and beverages. • Able to wash kitchen utensils and equipment as required. • Able to carry out cleaning duties as required. • Able to carry out the duties of a cashier as required. • Effective numeracy skills to complete finance-related tasks. • Promoting the catering service and healthy eating options to its customers. 	<ul style="list-style-type: none"> • Ability to identify meal options for specific individual needs. • Knowledge of current legislation and requirements included in DfE guidelines for the provision of school meals. • Knowledge of the importance of health and safety and food hygiene in a catering environment. • Effective ICT skills. • Effective administrative skills to complete appropriate tasks. 	<ul style="list-style-type: none"> • Application form • Letter of application • References • Interviews

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Able to form good relationships with students, staff and service users. • Able to follow direction from their line manager. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Desire to enhance and develop skills and knowledge through CPD. • A commitment to the principles of healthy eating. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<ul style="list-style-type: none"> • Application form • Letter of application • References • Interviews

In order to conform with our Safer Recruitment process, all applicants must complete an associate staff application form and submit it to hr@reading-school.co.uk or by post for the attention of "The Headmaster, Mr AM Robson". Stand alone CVs will not be considered for shortlisting.

Forms can be downloaded from the [vacancies section](#) of the Reading School website.

Application Forms will be reviewed on receipt.

Early application is advised as we hold the right to close the application process early if a suitable applicant applies and is appointed.

Safeguarding guidelines look to references being obtained prior to interview. Please ensure any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Reading School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be willing to undergo an Enhanced DBS Disclosure. Full details of our Safeguarding - Staff Recruitment Policy and Data Policy can be found on [our website](#).

Reading School seeks to create a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

If you have any queries regarding this role, please contact:
hr@reading-school.co.uk

or by telephone:
0118 901 5600



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