



Applicant Information Pack

Catering Assistant



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Welcome from the Headteacher

Here at The Snaith School, we are incredibly proud of our reputation for academic excellence and first class pastoral care however this would not be possible without employing the right people who share our vision to make 'better lives'.

With this in mind, we have recently chosen to join The Education Alliance, an established and successful Multi-Academy Trust who are committed to ethical leadership and whose values totally align with those of The Snaith School. By working in a trust that values the importance of schools being enjoyable, rewarding working environments in which all colleagues believe the demands of their job are reasonable and manageable, we know we will continue to recruit and retain excellent staff. The aim of the trust and The Snaith School is to be an organisation where people want to work and choose to stay.

The Snaith School is a happy and rewarding place to work and learn. We achieve our goals by working together, aiming high and believing in all our young people. Our motto is: 'Infinity and Beyond' because we never place limits on the potential of our pupils and staff. As a result, we are over-subscribed and committed to sustaining our strong reputation. Alongside supporting our fantastic pupils, we are also passionate about developing staff and offer a variety of CPD opportunities both in and outside of school. Whatever your aspirations, we will help you to achieve them.

Our pupils are happy, polite and proud of their school. Many visitors comment on the lovely atmosphere in school and how well-mannered our pupils are. They are keen to succeed in lessons but also enjoy getting involved in the vast array of trips, visits and extra-curricular activities on offer to them.

If you believe you have what it takes to build upon our success story, then we look forward to meeting you.

M J Blackledge
Head Teacher



The Snaith School Aims

At The Snaith School we aim to provide the best possible education and opportunities for each individual pupil.

We enable our pupils to enjoy life, grasp the opportunities it offers and be equipped to meet the complex challenges of the 21st century.

We encourage our pupils to grow and develop emotionally, to be able to understand and respect themselves and fully engage and interact with those around them.

The Snaith School team is highly committed and strive to provide an exceptional educational and all-encompassing experience for all pupils.

We provide outstanding pastoral care, high standards of behaviour and a happy, thriving and progressive school environment.

We all work hard to promote a culture of mutual respect, honesty and high aspirations. In achieving this the school will maintain and develop its caring, inclusive, disciplined ethos and traditional values, emphasising respect for the individual and the integration of all staff and pupils within one community where:

- Every child counts and no child is left behind
- Education is tailored to individual needs, interest and aptitude to ensure that every pupil achieves and reaches the highest standards possible
- High quality education is learner centred towards performance targets
- Pupils are prepared to deal confidently with adult life
- Pupils learn how to learn
- The full potential of all pupils and staff are developed
- All members of the community support the school and are proud of its achievements
- The environment is safe and secure and is conducive to learning

Ofsted Quotes

‘Students are keen to learn and they achieve well.’

‘Positive relationships and a high level of trust enable students to deal with experiences that challenge them emotionally.’

Staff Survey 2019 Quotes

“I have never worked in a school before this that recognised hard work as much as Snaith does. I feel valued and always get help when I need it, because of this fact I do not think I will ever leave this school. I love it here and the staff make me feel appreciated.”

“Brilliant SLT team, always striving for the best. Positive thinking school with lots of people who have same values.”



Vacancy Advert

Catering Assistant

12.5 hours per week, 11am to 1.30pm, Monday to Friday

Term time only plus 5 additional days

Scale point 1 – £17,364

Actual salary £4892 per annum

The Snaith School has a reputation for academic excellence and first class pastoral care. Our pupils are happy, well-mannered and proud of their school. With the help of our dedicated team of staff, and in partnership with parents and carers, our pupils push themselves to achieve their very best and are rewarded for their effort.

We are looking for the right person to join our hard working and friendly catering team. You will help prepare, cook and serve break and lunchtime meals, prepare and dismantle the dining room areas and carry out cleaning duties. Experience of working in a relevant catering environment is desirable but not essential as full training will be given.

You will:

- Take pride in delivering work to a high standard
- Be able to work effectively in a team and independently
- Have basic literacy and numeracy skills and be able to communicate effectively
- Have a willingness to learn
- Have the ability and flexibility to work extra hours, should the need arise, to support school events

We are part of The Education Alliance, a growing multi-academy trust, currently consisting of The Snaith School, South Hunsley School and Sixth Form College, Malet Lambert School, Drifffield School and Sixth Form, Hunsley Primary School, and Yorkshire Wolds Teacher Training. We are here to make great schools and happier, stronger communities so that people have better lives. We do this by always doing what is right, trusting each other, standing shoulder to shoulder and doing what we know makes the difference. Doing what is right means always acting with integrity, in the interests of others, and being honest, open and transparent.

We are a values driven organisation, offering autonomy, collaboration, shared learning and development, opportunities for innovation, personal and professional growth and a high level of professional trust.

Interested? You can find out more about us by watching our video at <https://www.youtube.com/watch?v=FJPq99Jon24> and visiting our website www.theeducationalliance.org.uk.

Applications are to be received no later than **9am on Monday 14 October 2019**.

Interviews are anticipated for **week commencing 21 October 2019**.

The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.



Application Process

Dear Applicant

Thank you for your interest in the post of Catering Assistant.

Applications must be made through www.tes.com. CVs are not accepted. Your application must be submitted later than **9am Monday 14 October 2019**.

If you have any queries please do not hesitate to contact me at HR@thesnaithschool.org.uk.

Yours faithfully,

Louise Brodigan
HR and Office Manager



Job Description

Post Title: Catering Assistant

Pay Scale: Point 1

Reports to: Cook in Charge

Job Goal: To support the catering team to provide food of high nutritious quality in an atmosphere of cleanliness and cheerfulness.

Purpose of the post:

- Checks with the Senior Catering Assistant and Cook In Charge and cook for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Prepares food based upon published menus under the direction of the Cook in Charge.
- Carefully uses products and supplies to control costs and reduce waste.
- Standardizes, as much as possible, the size of portions served.
- Ensures compliance with all food preparation and health and safety regulations.
- Serves food.
- Ensures the counters are topped up throughout the lunch service.
- Prepares teas and trolleys for meetings and functions.
- Clears tables and cleans the dining hall and kitchen as required.
- Uses the till to record catering sales.
- Set up and dismantle the dining hall.

Additional Duties

- Carry out other reasonable tasks from time to time as directed by the Cook in Charge or Senior Catering Assistant
- The post holder will be expected to work within the schools' policies and procedures.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of the Executive Principal appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

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Personnel Specification

Catering Assistant

	JOB REQUIREMENTS	Essential	Preferred	* How assessed
Qualifications and experience	Basic General Education	✓		A
	Certificate in Level 2 Food Safety and Hygiene		✓	A
	Any Diploma/NVQ in Catering & Hospitality or Professional Cookery qualification		✓	A
	Experience of a large scale catering service/ function catering		✓	A
	Cash handling / till operation		✓	A & I
Personal and interpersonal	Numerate / Literate	✓		A
	Available to work additional hours at short notice	✓		A & I
	Good Communicator	✓		R & I
Special Skills and Aptitudes	Basic knowledge of food hygiene, handling and storage requirements	✓		A & I
Staff Development	Flexible to working patterns	✓		I
	Willingness to undertake any further training including first aid as required by the post	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = by application, R = by references, I = assessed by Interview