



The Collegiate Trust
Exceptional Education for All



Catering Assistant

The Collegiate Trust



Application Pack

The Collegiate Trust

Role Location	The Collegiate Trust Trading Ltd: Quest Academy, Farnborough Avenue, South Croydon, CR2 8HD		
Salary	£8,883 per annum		
Details	Fixed term: 2 nd September 2024 to 23 rd May 2025 (subject to review)	Part-time (20 hours per week)	Term time only (32 weeks)
Start date	2 nd September 2024		
Application Closing Date	9 th August 2024, 9am		

A message from the CEO

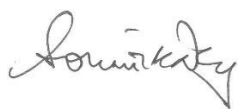
Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits – please click [here](#) to see more details.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our approach to Performance Development ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive Trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

An introduction to the role

A Message from the Director of Operations

Thank you for your interest in the post of *Catering Assistant*. I hope that this information pack will help you to learn more about our fantastic team and that you will be excited about the prospect of joining us. We are looking for an experienced catering professional to provide support at Quest Academy and will be responsible for supporting with the effective running of the catering outlet within the academy.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and our trust may be right for you.

I look forward to hearing from you.

Best wishes,
Mrs Kelly Livingstone

About The Collegiate Trust



“Exceptional Education For All”

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school in 2024 will bring our Trust to c.7000 pupils and c.1000 employees.

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values of **Ambition** and **Collaboration** leading to the intended outcomes of **Achievement** and **Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

Partnership – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

Progress – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement that enables our pupils to fulfil their potential.

Preparation – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives. It is our intention that pupils who attend a school in *The Collegiate Trust* will have the very best preparation to help them achieve their goals and to go on to enjoy happy and successful futures.



You can find out more information about our Trust on our website:

<https://tct-academies.org/>

What will I be doing?

Job Description and Details

Contract: Fixed term, Part-time
Salary: £8,883 per annum
Hours: 20 hours per week, 32 weeks (September to May)
Location: The Collegiate Trust Trading Ltd: Quest Academy, Farnborough Avenue, South Croydon, CR2 8HD

Reporting to: Catering Manager

Purpose of the Post: The post holder will be responsible for supporting the operation of the day to day running of the catering outlets. the catering outlets at Quest Academy.

Dimensions of the role:

- Genuine interest in customer service excellence
- Ability to communicate at all levels
- Preparation of meals for a busy school kitchen
- Ensure the cleanliness of the kitchen, its equipment and surround
- Ensure the security of the kitchen, associated stores and surround
- Ensure the Food Hygiene and Health and Safety Regulations are adhered to at all times
- Ensure that the Health and Safety at Work Act as defined by the County Council is observed within the kitchen and report any accidents in the kitchen or complaints regarding staff welfare
- Report faults in equipment and request necessary day to day maintenance of premises
- Carry out any other reasonable duties within the overall function of the job.
- Be prepared to assist other units if necessary.

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

Why am I right for this job?

We know that some applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. If you think your skills and experience, make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes below indicate whether a particular element is essential for you to be considered.

Person Specification

Qualifications	Notes
Maths and English GCSEs	Essential
Experience	
Previous Catering Assistant or Kitchen experience	Essential
Effective working with young people of a range of ages and abilities	Desirable
Evidence of making an effective contribution to a team	Desirable
Skills & Attributes	
Ability to deliver high quality food to students, staff and visitors	Desirable
Ability to be an effective team member	Desirable
Capacity to work alongside colleagues, contributing effectively to a team	Desirable
Ability to quickly establish and maintain positive relationships with students and staff	Desirable
Understanding of safeguarding issues and promoting the welfare of children and young people	Essential
Well-developed communication skills, including high level of written and oral literacy and competent ICT use	Desirable
Ability to work unsupervised and on own initiative, self-motivating and with the ability to multi-task	Essential
Ability to meet tight, conflicting deadlines when required, whilst maintaining attention to detail	Desirable
Willingness to work flexibly and being proactive when suggesting change	Desirable
Potential for professional progression	Desirable
Suitability to work with children	Essential

All our staff **MUST** be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which case we can advise on alternatives)

How to apply

If you feel that this role and our Trust may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, attaching a statement of no more than two sides of A4, identifying clearly how you meet the Person Specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at kelly.livingstone@collegiate-trading.org

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.