

Catering Assistant

Application Pack

Closing Date: 22nd April 2025



Dear Colleague

Thank you for your interest in Edgar Wood Academy.

Edgar Wood Academy opened its doors in 2021 after being commissioned by the DfE to serve the community of Middleton and Heywood. Helping our students realise their potential lies at the heart of everything we do by adhering to our values of Resilience, Empathy, Responsibility and Respect.

We believe that the success of a school lies in fostering high quality relationships between students, staff and the wider community and adherence to our values helps strengthen these relationships each and every day.

At Edgar Wood Academy, we work together to support every student to develop, both personally and academically. We aim to ensure that our students have the knowledge and skills to improve the communities that they live in, to enrich the society that they are part of and to make a positive contribution. As part of our Edgar Wood Promise, we have a curriculum which aims to secure outstanding progress, develop students' powerful knowledge and cultural capital, as well as their aspirations to be the best versions of themselves.

We are proud to be part of Altus Education Partnership Trust. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale.

In September 2022, students at Edgar Wood Academy were the first to experience our new building, and we are extremely lucky to benefit from its state-of-the-art facilities, designed to allow all students to flourish academically, culturally and artistically.

Our passion and commitment to ensuring our students' potential through high-quality teaching, in a safe and caring environment is key to the success of each and every student.

To work at Edgar Wood Academy, you must aspire to be an outstanding colleague, willing to share, learn and keep abreast of current research. Enjoy working as a team and thrive on the challenge of working and contributing to the successful establishment of a school. Be someone who will help us to make a positive difference to the lives of young people in the borough. In return, we promise a supportive and enjoyable working environment, and the resources needed to carry out the role to the highest standards.

I am incredibly excited and privileged to be the Headteacher at Edgar Wood Academy and together, we will work hard to ensure that we deliver a world-class education to the students and community we are proud to serve.

Yours sincerely



Paul Jones
Headteacher

Making your application

I hope that when you read this pack you are inspired to apply for the post.

Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com

Deadline

The deadline for the post is **22nd April 2025** (to arrive no later than 12.00 midday).

Interviews are to be confirmed.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist; therefore, if you have not heard from us your application has been unsuccessful on this occasion.

Salary

The post will be paid on **support staff salary scale point 1 – 3**. Actual salary for 30 hours a week, term-time only is £16,572.37 - £16,832.28.

Start Date

ASAP

For an Application Pack

1. Visit www.altusep.com
2. Contact Sophie Bailey – HR Officer: recruitment@altusep.com
3. Telephone 01706 769999

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSiE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least one reference prior to interview.

Background Information

Edgar Wood Academy

Edgar Wood Academy is an 11-16 year old state-funded secondary school. Working closely with Rochdale Borough Council to meet the estimated shortfall of secondary school places, we opened our doors to welcome year 7 children from the areas of Middleton and Heywood in September 2021.

From September 2022, students at Edgar Wood Academy were the first to experience our new school building on Heywood Old Road, Heywood, with its modern state-of-the-art facilities, designed to allow them to flourish academically, culturally and artistically.

Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Kingsway Park High School** is an Ofsted rated Good school with a strong track record of providing its students with an excellent education. The Academy recently benefitted from a new teaching block which opened at the end of 2024
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

Role Description

Job Title:	Catering Assistant
Reports to:	Catering Manager
Remuneration:	The post will be paid on support staff salary scale point 1 – 3. Actual salary for 30 hours per week, term-time only is £16,572.37 - £16,832.28.
Contract:	Permanent – 30 hrs per week – Term Time Only
Start Date:	ASAP

Overall Purpose of the Role

The Catering Assistant plays an essential role in delivering a high-quality food service to students, staff, and visitors at Edgar Wood Academy. This hands-on position involves a combination of food preparation, cooking, and food service duties within a busy school kitchen environment.

You will be responsible for assisting with the preparation and cooking of fresh, nutritious meals for breakfast, break, and lunch services, as well as contributing to the smooth running of the kitchen through cleaning, stock management, and customer service tasks. A commitment to food hygiene, health and safety, and high standards of presentation is essential. This role is ideal for someone with a passion for food and a positive, proactive approach to working in a team.

Key Duties & Responsibilities

- To prepare, present and serve food to a high standard, abiding by all food hygiene regulations and in accordance with the School Food Standards.
- To assist in all areas of food and drink preparation and service.
- To prepare food for breakfast, break and lunch service.
- To operate the till in the sale of food and drink to students and members of staff.
- To assist with the cleaning of all kitchen areas and equipment as per department cleaning schedule.
- To ensure that all areas are clean and ready for service the following day.
- To prepare and produce high quality food for corporate events and meetings as required.
- To maintain a high standard of personal, kitchen and food hygiene always.
- Liaise with the Catering Manager to ensure that food items are replenished when needed.
- Promote healthy eating with students.
- To maintain all health and safety working practices.
- Flexibility to work outside of normal hours for school events.
- Demonstrate high standards of customer care, communication and service.
- To make lunchtimes an enjoyable experience for all.
- Ensure that you are a strong and positive role model for all the students.

Additional Duties & Responsibilities

- Maintain and demonstrate the vision, values and aims of the Academy and actively contribute to their development.
- To work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the Academy.
- To be aware of and support difference and to ensure equal opportunities for all.
- To attend and participate in relevant meetings as required.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
- Undertake any other reasonable duties as determined by the Catering Manager.

Person Specification:

CATEGORIES	App Form/ Letter	Interview	Interview Tasks	Refs
ESSENTIAL CRITERIA				
Previous experience of preparing and serving food in a kitchen environment	√	√	√	√
Level 2 Food Safety & Hygiene Certificate	√	√		√
Ability to follow instructions using the equipment and tools provided	√	√	√	√
Be able to work independently, be self- motivated, but also able to work as part of a team	√	√		√
Use own initiative	√	√		√
Awareness of kitchen, food hygiene and safe working practices				
Ability to carry out tasks to the required standard without close supervision	√	√		√
Numeracy skills	√	√		√
The ability to complete tasks speedily and accurately	√	√		√
Flexibility to work extra hours for school events as required	√	√		√
Ability to stay calm and be patient and understanding when dealing with the students	√	√		√

To ensure students are treated fairly and consistently when in contact with them	√	√		√
High degree of energy, resilience, reliability and enthusiasm	√	√		√
Have excellent oral communication skills and a calm and confident manner	√	√		√
Committed, reliable and enthusiastic	√	√		√
Willingness to participate in training, other learning activities and performance development	√	√		√
Willingness to be involved in the wider life of Edgar Wood Academy	√	√		√
DESIREABLE CRITERIA				
Experience of working in a school/college kitchen	√	√		
Full clean driving licence and access to a vehicle	√	√		
First aid and Fire Marshall trained or willing to undergo this training	√	√		
Ability to operate a till or willing to be trained	√	√		
Customer focused	√	√		



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WOOD**
academy

Edgar Wood Academy

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Heywood

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