



Job Application Pack Catering Assistant

Permanent, 20 hours per week, Term Time Only
Salary: Grade 3, Points 2-3, £17,711 to £18,065
Actual Salary: £8,220 - £8,385

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

A handwritten signature in black ink that reads "S. Hampton". The signature is fluid and cursive.

Sian Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy and The Nottingham Emmanuel School. Currently we are at the point of taking an additional three schools into our Trust in the course of the next academic year.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 800 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT Alliance
Nottingham

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

The Nottingham Emmanuel School – Welcome from the Principal



At The Nottingham Emmanuel School, we strive for excellence. We are entirely focused on delivering the highest standards of teaching and insist on the highest standards of conduct amongst our students. As a result, we can be confident of the very best outcomes for our students: excellent examination results which enable them to take their next step in life.

We also believe, that education today is something more than academic success alone. Just as important as children's vital academic development is the development of values and character, on which so much in life really depends. Many parents are looking for a school which develops values of service, compassion, humanity, community, thankfulness, courage, hope and forgiveness. They want their children to grow up to be open-minded, outward-looking and generous spirited – ready to make a difference to the world around them. They want their children to develop in a truly rounded way: academically, physically, socially, culturally, and crucially, morally and spiritually.

What sets The Nottingham Emmanuel School apart is its determination to achieve both: to set the highest academic standards alongside strong, inclusive Christian values and ethos. I am delighted to lead a school which exemplifies such high standards and high ideals, and I look forward to welcoming you here.



Derek Hobbs

The Vacancy

Archway Learning Trust is seeking to appoint an outstanding Catering Assistant to join a high achieving, successful and forward-looking team of staff on a permanent basis.



As a valued member of the office team the

post holder will work under the supervision of the Chef. This post requires self-motivation and a commitment to providing a high level service to the Academy. The successful candidate will ideally have experience in a catering environment and have good understanding of food hygiene.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Whilst employed to work predominantly at the Nottingham Emmanuel School, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.

Applications

For more information about The Nottingham Emmanuel School and the vacancy, please visit www.emmanuel.nottinghamm.sch.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Friday 3rd April 2020

Interview Date: Friday 17th April 2020

If you have any queries, wish to discuss the role informally or undertake a visit to Nottingham Emmanuel School, please do not hesitate to contact us via email recruitmentnes@archwaytrust.co.uk or telephone 0115 977 5380.

Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation. The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

Mission

We are a fully inclusive family of learners, providing nurture and outstanding educational experience for all to grow and flourish.



Vision

To transform the lives of all through working together.

Values

Respect, integrity, inclusion, collaboration and excellence.

We believe as a Church of England Trust that a Christian ethos underpins and informs all that we do.

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Job Description

POST TITLE: Catering Assistant

GRADE: GRADE 3, Points 2-3

RESPONSIBLE TO: Chef

JOB PURPOSE

Support the overall Christian ethos of the Trust.

Be aware of and comply with Trust policies and procedures including but not exhaustive of:

- Acceptable Use of IT Policy
- Code of Conduct
- Data Protection Policy
- Extremism & Radicalisation Policy
- Health, Safety and Security Policy & Guidance
- Keeping Children Safe in Education (Part 1) Guidance
- Safeguarding Policy and Training Slides
- Whistleblowing Policy
- IT Pack including Acceptable Use Statement
- Health, Wellbeing and Benefits Policy
- Finance Policy

Be aware of and support difference and ensure equal opportunities for all.

Contribute to the overall aims of the Trust and Academy Improvement Plans

To develop and implement own professional development and skills

To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness

To demonstrate an excellent record of attendance and punctuality.

Work cooperatively as part of the Trust wide staff team

Possesses or must be willing to train for the First Aid at Work or Emergency First Aid at Work qualification approved by the HSE as requested.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall aims of the Trust and Academy Improvement Plans
4. To develop and implement own professional development and skills
5. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness

6. To demonstrate an excellent record of attendance and punctuality.
7. Work cooperatively as part of the Trust wide staff team
8. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Assist the cook supervisor and chef in daily hot and cold food preparation
- Help with service of Trust meals and deliver hospitality meals as requested
- Maintain a good standard of health and safety procedures
- Maintain a good standard of food hygiene procedures
- Control queues to dining areas
- Assist as required to relieve any bottle neck issues at the tills
- Supervise return of crockery and cutlery
- Ensure pupils leave tables and dining area clean and tidy
- See that any spillages are removed quickly
- To wipe trays as necessary
- Liaise with other kitchen staff to ensure that other food outlets are adequately stocked for sales e.g. VI Form, staffroom, vending machines, etc.
- Help any kitchen staff as required
- Cleaning of kitchen equipment and premises
- Preparation of dining hall and other food outlets, including the movement of furniture wiping tables and setting up counters
- Washing up of dishes and equipment
- Being able to work with the tills and undertake cash handling duties
- Helping with special functions when required

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Personal Specification – Catering Assistant	Essential	Desirable
Education and Training		
Hygiene training to intermediate or strong evidence of hygiene beyond basic level 2.		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Experience		
Previous experience of working in the catering industry		*
Professional Skills		
Communicate effectively verbally, in writing and through IT.	*	
Ability to communicate with a wide range of audiences, including young people, other employees within the Academy and other academies within the trust, parents, LA, suppliers, clients, professional advisers and others.	*	
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within deadlines.	*	
Excellent organisational skills with a willingness to respond positively to changing circumstances.	*	
Basic use of ICT packages	*	
Strong organisational and administrative skills	*	
Good interpersonal skills	*	
Personal Qualities		
Confidence and independence	*	
Ability to work as part of a team understanding school roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner.	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school.	*	
Suitability to work with children. Enhanced DBS check.	*	