

EDENTHORPE HALL ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

CATERING ASSISTANT

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

Thank you for your interest in this post at Edenthorpe Hall Primary Academy.

This is an exciting opportunity to join our growing team of dedicated, committed staff to make a real difference to our children. As we go into the new school year there will be an increased need for us all to commit to providing a safe, nurturing, welcoming and warm environment in which our children can thrive and succeed.

We are a small school organised in single age classes and pride ourselves on our family feel. We have developed a curriculum which is exciting, relevant and broad so that we are equipping our children with the knowledge and skills to fulfil their future ambitions. We constantly seek to open up every possible opportunity for them and the wellbeing of every member of our school family is at the heart of everything we do.

Pupil numbers continue to grow at the school on the basis of our good reputation in the local area. The FS2 cohort for September currently stands at 34 and so there is a need to expand our team.

I look forward to receiving your application and hopefully discussing further with you at our selection process in due course.

Michelle Cockayne

Principal at Edenthorpe Hall Academy

Please visit our website for further details on our vibrant and diverse [school](#)



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families in Doncaster.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school.

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Local Government's Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:
Catering Assistant

REPORTING TO:
Catering Manager

SALARY RANGE:
£20,258 per annum pro rata

ACTUAL SALARY IF PRO RATA:
Circa £9,450 per annum

CONTRACT TYPE:
Permanent

WORKING PATTERN:
17.5 hours per week, term time plus five days - 39 working weeks per year



Role Description

Purpose

- To support our academy catering operations to create exceptional food experiences.
- The day to day preparation and service of fresh food.
- To provide a pupil led and customer focused approach to delivering a responsive and effective service.

Main Duties and Responsibilities

- To assist in food preparation in the kitchen as required
- To set up service counters and keep the service areas clean, tidy and presentable
- To maintain a professional and friendly approach
- Undertake all mandatory training where required
- Restock as appropriate
- Assist with day to day deliveries
- Contribute to the day to day maintenance of the kitchen area
- Assist with cleaning where directed
- Follow the correct hygiene and cleaning procedures to ensure high standards of kitchen and personal hygiene are maintained.

General

- Be polite and professional to pupils and colleagues
- Demonstrate a commitment to own personal development and to take advantage of education and training opportunities
- Seek guidance where necessary
- Make a positive contribution to the school
- Have an understanding and commitment to the protection and safeguarding of children and young people
- Any other duties commensurate with the grade and falling within the scope of the post as requested by Line Manager.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All posts are subject to satisfactory background checks including references and enhanced DBS checks.



Person Specification

Experience

- Experience working in a customer facing role or a kitchen environment
- Catering experience is desirable but not essential.

Education and Qualification

- A good standard of general education
- Food hygiene certificate – training will be provided where necessary
- Level 2 Award in Food Safety or Level 1 Certificate in General Cookery would be beneficial, but not essential
- A commitment to ongoing professional development.

Skills and Knowledge

- Passionate about providing good customer service
- Adaptable with a flexible and proactive approach
- Self-motivating
- Have a 'can do' attitude and always prepared to support the team
- Able to work quickly and multi-task
- High professional standards
- A willingness to learn and undertake training
- A good team player
- Knowledge of cleaning requirements in the contexts of catering
- Able to follow spoken and written instruction whilst working independently.

This is not exhaustive.



About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

Leaders and trustees have created a strong culture of improvement. Parents, carers, pupils and staff recognise the advancement since the school became an academy. They wholeheartedly support leaders' vision and ambition for the school and its pupil. OFSTED July 2019 [OFSTED report](#)