



**GREAT
HEIGHTS**
ACADEMY TRUST



**COLNE VALLEY
HIGH SCHOOL**

Catering Assistant

CANDIDATE INFORMATION PACK

*Welcome to Colne Valley High School where we are currently looking to appoint a new Catering Assistant. Colne Valley High School is on an exciting journey of renewal and transformation as part of Great Heights Academy Trust. Our recent **Ofsted inspection** highlighted our ambitious curriculum, strong staff-student relationships, and improving behaviour and attendance. While areas for further development remain, we are already making great strides in strengthening parental engagement, ensuring consistency in teaching and learning and embedding high expectations across all aspects of school life. This is a fantastic time to join our dedicated catering team, playing a pivotal role in shaping the school's future and driving excellence for our students, staff, and community.*

Great Heights Academy Trust strive to always provide an inspirational, positive, and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm, and mutual respect. We aim to nurture academic, personal, spiritual, and social development in a caring and professional manner so that all can achieve their full potential, and all can reach GREAT heights.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



A broad & strong 2-18
offer for West Yorkshire



**COLNE VALLEY
HIGH SCHOOL**



Welcome

Dear Colleague

It is my great pleasure to welcome you to our vibrant and dynamic learning community. At Colne Valley High School, we are committed to achieving excellence together, fostering an environment where every student can thrive academically and personally. Our actions are underpinned by our RITA values - Respect, Integrity, Teamwork, and Aspiration. Respect is at the heart of everything we do. We believe in the inherent worth of every individual and strive to create a culture where everyone feels supported and valued. Integrity guides our actions; we hold ourselves to the highest standards, ensuring that honesty and fairness are integral to our daily interactions. Teamwork - students, staff, and families work together and challenge one another to achieve our collective goals. Finally, Aspiration - we encourage our students and staff to dream big and to work positively towards the high standards we set for ourselves. Our RITA values provide more than a code of conduct, they help to prepare our students to be responsible, respectful, and active citizens in our thriving and diverse society.

At Colne Valley High School, we believe that high expectations lead to high achievement, and we are committed to ensuring that every member of our community can excel in a safe, respectful, and aspirational environment. Our recent improvements are based upon providing all students with a rigorous, broad and balanced curriculum which challenges them both in and beyond the classroom. Our approach is inclusive; all students will be challenged by the targets we set, both academically and personally and all students will be supported to reach these targets. We recognise that some students will require additional support to reach their goals, and we have dedicated teams in school who are well equipped to provide that assistance.

Our staff body is committed to serving our community. Staff are proud to play their part in ensuring that all students enjoy their time and achieve well at CVHS. As part of Great Heights Academy Trust (GHAT), teachers at CVHS benefit from the latest research in teaching and are supported in putting research into practice by colleagues from our Research School, our English Hub and our SCITT. We benefit enormously from being part of GHAT; by working together, we can provide our staff and our students with more than any single school could. We understand and recognise the significant role that our parents and carers play in realising the potential of all our young people. We will always seek to work in partnership with parents to support the young people who attend our school. Equally, we are proud to serve an amazing community, and wherever we can work in harmony with community organisations to secure better experiences and stronger outcomes for all, we will.

Yours sincerely,

Steve Dixon
Executive Principal

Overview of the Position for Colne Valley High School

Colne Valley High School are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and Nields Academy). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our website: greateightstrust.org.uk

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

GREAT HEIGHTS ACADEMY TRUST
Achieving excellence together

MARSDEN JUNIOR SCHOOL

NIELDS ACADEMY

RAYNVILLE ACADEMY

THE GREETLAND ACADEMY

THE MIRFIELD FREE GRAMMAR

WEST VALE ACADEMY

BOWLING GREEN ACADEMY

CARLINGHOW ACADEMY

COLNE VALLEY HIGH SCHOOL

English Hubs
Teamworks English Hub @ The Greetland Academy

Great Heights Research School West Yorkshire
Supported by the Education Endowment Foundation

AA Teamworks WEST YORKSHIRE SCITT



JOB DESCRIPTION

Position: Catering Assistant

Pay range: Grade 4

Hours of work: 33.75 hours per week, term time + 1 week

Responsible to: Catering Manager

Prime Objectives of the Post

Perform a variety of manual tasks associated with food production and service in the catering department. The cleaning and washing-up of equipment, crockery and cutlery in the kitchen, and to assist the Head Chef and Section Chefs to maintain high standards of hygiene and safety.

Statutory Requirements

It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties and Responsibilities

1 Service delivery

- 1.1 To undertake basic preparation of food under the direction of the chefs, particularly baking and batch-cooking.
- 1.2 To clean and clear food production areas.
- 1.3 To prepare counters and dining areas ready for service.
- 1.4 To serve hot and cold food and beverages at service times.
- 1.5 To clean and clear dining rooms and tables.
- 1.6 To wash up and clear away equipment, crockery and cutlery after service.

2 Customer Service

- 2.1 To greet all customers helpfully and courteously.
- 2.2 To accept payment and give change, including operating a cash register.

3 Hygiene and Safety

- 3.1 To comply with statutory regulations concerning the hygiene and safety of staff, food and equipment.
- 3.2 To wear protective clothing as necessary whilst engaged on work duties.



- 3.3 To give a meaningful commitment to Hygiene and Safety at work, including COSHH regulations and ensure strict adherence to all Hygiene and Safety procedures at all times.
- 3.4 To ensure that all activities concerning the use of cleaning chemicals are carried out in accordance with COSHH regulations.

4 Miscellaneous

- 4.1 To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the School's Health and Safety policy.
- 4.2 To undertake any other duties as may reasonably be required by your Line Manager.
- 4.3 To play a full part in the life of the school community supporting its distinctive mission and ethos actively promoting its policies and practices.
- 4.4 To work as a member of a designated team and contribute positively to effective working relations within the school by attending all appropriate meetings.
- 4.5 To engage actively in the Performance Management Review process.
- 4.6 To carry out your duties in accordance with the School's Equal Opportunities policy.
- 4.7 We recognise and welcome our responsibility to remove any barriers on our recruitment and selection process for disabled applicants. We have tried to do this but if you have a disability and identify any barriers in the job description and/or employee specification, please tell us of these in your application. We are committed to make reasonable adjustments to the job wherever possible and need to know your needs in order to do so.

General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the CEO/Principal as required.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



Notes

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post.

It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out in the foregoing.

Name: **Date:**

Signed:



Person Specification: Catering Assistant

Key to identification: A = Application I = Interview R = Reference

EXPERIENCE	Essential	Desirable	A/I/R
To have worked in a commercial catering environment.		✓	A/I
QUALIFICATIONS	Essential	Desirable	A/I/R
Basic Food Hygiene Certificate		✓	A/I
First Aid Certificate		✓	A/I
Catering qualifications		✓	A/I
KNOWLEDGE AND SKILLS	Essential	Desirable	A/I/R
Good standard of education	✓		A/I
To have basic mathematical skills required for portioning food etc.	✓		A/I
Manual dexterity.	✓		A/I
Ability to communicate with children and adults	✓		A/I
Experience in preparing, cooking and presenting food, in particular, vegetables, salads etc. for large numbers of people.		✓	A/I/R
TRAINING	Essential	Desirable	A/I/R
To have work experience within a commercial catering organisation.		✓	A/I/R
PERSONAL ATTRIBUTES & CIRCUMSTANCES	Essential	Desirable	A/I/R
To be able to work as part of a team.	✓		A/I/R
To be a hard, willing flexible worker who is able to operate under pressure in an often hot, humid atmosphere where large cooking vessels are situated.	✓		A/I/R
Able to work flexible hours as the need arises	✓		A/I/R
Reliable and punctual.	✓		A/I/R



► **Reasons to work at Colne Valley High School**



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

