

JOB PROFILE

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|-----------------------|--------------------------------------------------------------|---------------------------|--------------------------------------------------------------|
| Job Title: | Catering Assistant | School/Department: | Temple Learning Academy |
| Salary Grade: | Band A3 FTE £23,152 per annum Actual £10,719 per annum | Working Hours: | Part time, 20hrs per week Monday – Friday 7.00am-11.00am. |
| Contract Type: | Permanent, Term Time Only + Training Days | Location: | Leeds |

Responsible to: Catering Manager

Role summary:

To assist in the provision of a high-quality catering service.

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service:

No smoking policy, including e-cigarettes.

Occasional requirement to work outside of school hours and off school premises.

Role specific responsibilities:

- Assisting in the preparation of food and drink
- Providing an efficient and polite service to staff and students
- Cleaning the kitchen and all service areas
- Ensuring that Health and Hygiene regulations are adhered to
- Promoting the objectives of the school's catering service via the provision of a quality service at all times
- To work in various areas, covering commensurate duties as required
- Ensure high standards in food presentation and cleanliness
- To work a part of a team and act on instruction from senior staff
- To be aware of and comply with the academy's policies and procedures relating to child protection, safeguarding and data protection
- Undertaking appropriate training courses as requested
- Oversee deliveries and stock

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



| PEOPLE PROFILE | | |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| Aptitudes and Characteristics | Essential | Desirable |
| Ability to work flexibly and collaboratively as part of a team as well as on own | * | |
| Ability to communicate and influence effectively with colleagues at all levels | * | |
| Customer focused and confident in communicating with young people | * | |
| Has great attention to detail and a passion for high standards | * | |
| A commitment to our mission and values demonstrated by current practice | * | |
| Innovative, creative and passionate about food | * | |
| Ability to work under pressure and meet deadlines | * | |
| Qualifications, Knowledge and Experience | Essential | Desirable |
| Knowledge of Health and Hygiene regulations | * | |
| Experience of working as part of a team | * | |
| Experience of working to a high standard | * | |
| Participate in development and training opportunities | * | |
| Knowledge of catering | | * |
| Knowledge of cleaning procedures for catering equipment | | * |
| Safeguarding and Promoting the Welfare of Students | Essential | Desirable |
| An appropriate motivation to work with children and young people | * | |
| Ability to maintain appropriate relationships and personal boundaries with children and young people | * | |
| Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline | * | |

