



Now Recruiting:
**Catering
Assistant**

Contract: 25 hrs/wk for 39 wks/yr
(Term time plus 1 week) 9:30 – 14:30
Responsible to: Catering Manager
Pay Grade: Scale 1 Point 2 £13702.00



Thank you for your interest in joining Casterton College Rutland.

Casterton puts the well-being of its staff at the heart of everything but not in a superficial, corporate, or tokenistic way. For example, we don't observe lessons (except for ECTs (Early Career Teachers)) and we do not grade them either.

We don't have mock Ofsted's or subject focus weeks and we prefer a feedback policy to a marking policy. In other words, staff are trusted rather than micro-managed. Perhaps that is why we recruit so well and retain our staff-because they are treated as professionals and respected.

We are a single academy trust so there is no CEO or distant trust board and no corporate policy to adhere to. Instead, we are a local school serving the local community of Stamford and Rutland. People are often surprised to find our intake is in line with the national average on KS2 prior attainment or EHCPs (education, health, and care plans) because our progress 8 scores are so good, but that's down to our ethos and approach. We are proud to be comprehensive and our ethos is 'ability is not fixed,' because we believe that in the right circumstances

every child can do remarkable things. The challenge for us is to create the right circumstances. You may notice this is not your usual glossy, branded, corporate, application pack. That is because we aren't any of those things. We just do the ordinary things very well, and by trusting our staff, as well as our students, they do wonderful things in return.

Unsurprisingly, although we occupy old buildings that are not exactly state-of-the-art, we have grown by 40% in the last six years and won a host of awards, including being in the top three for Secondary School of the Year 2021. That is not to say, Covid was easy for us because it most certainly was not, and we currently have our fair share of young people with trauma and mental health problems. However, we create a culture of Care, Kindness and Communication that works for most of them and, together, as colleagues, we support one other.

Casterton is a school with a heart and a soul, and I think that counts for a lot.

Carl Smith
Principal



All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community.

Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.

Student Welfare

Follow behaviour protocols as set out by the school

Report all incidents of bullying and other forms of harassment and follow school procedures in all cases.

Read, understand and apply the procedures in the school's Child Protection policy and report all concerns immediately to the named officer for child protection

Ensure that the health and safety of students, both in and around school is always paramount and school protocols are followed in full.

Requirements

Entry level: Successful applications will require a minimum of basic food hygiene level 1 or above and NVQ level 1 cookery.

Working within a school catering facility an advantage although training will be provided, excellent communication skills, good standards of hygiene, organised and methodical and experience of catering is essential.

A school cook provides nutritious, balanced and value-for-money meals to children each breakfast, break and lunchtime under the direction of the catering manager. A cook's role includes: Ordering food, planning menus according to a fixed budget and following guidelines on nutrition, monitoring and managing supplies within a budget, developing relationships with food suppliers and complying with food safety legislation.

Additional Responsibilities

- Respect confidential issues linked students/home/teacher/College work following the College Data Protection and Freedom of Information Policy;
- To comply with the College Child Safeguarding Procedures. To comply with the College policies and procedures at all times
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation

Professional

- The capacity to work effectively and efficiently with our catering department is crucial. The successful candidate will share the college's vision and belief that all ability is not fixed. Other necessary qualities include professionalism, discretion, efficacy, the ability to work on your own initiative as well as part of team, and a willingness to contribute to the wider life of Casterton College, Rutland.
- Maintain the highest standards of professional appearance, integrity and honesty
- Dress at work in accordance with the staff dress code (uniform provided)
- Act as a role model to young people and other staff, including online
- Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture
- Attend meetings and training as required, including August training day
- Undertake any other duties or responsibilities as required by the Principal. This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post

Key Responsibilities

- To be responsible for a very high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulations 1995, the Health and Safety at Work Act 1974, Natasha's Law and the policies of Casterton College Rutland
- To prepare and cook a range of food items
- Access tills (training provided) we operate a cashless system using student and staff fingerprints
- To help ensure that all kitchen and dining areas i.e tables and chairs are clean and free from hazards
- To maintain high standards of cleanliness, personal hygiene and appearance
- The kitchen operates on weekly rota basis

Benefits

Local Government Pension Scheme
Discounted rates at our onsite Casterton Nursery
Free access to Yoga App
Free tea and coffee
Free parking
Uniform provided

How to apply

Only applications submitted on the College application form will be considered (available on our website www.castertoncollege.com) along with a letter of application (no more than 2 sides of A4) and emailed to: *Stephanie Shelton on bells@castertoncollege.com*

Casterton College Rutland is committed to the protection and safety of its young people. And need for successful applicant to be DBS checked.

Casterton College Rutland is an equal opportunities employer