

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Catering Assistant

Required: Immediate Start





Catering Assistant

Bishop Justus Church of England School is seeking to appoint a Catering Assistant to assist with the day to day duties of are our Bistro.

Our ideal candidate will:

- Have a flexible attitude;
- Good communication skills;
- Friendly and outgoing personality;
- Excellent team player;
- Ability to meet high standards of service;
- Good time management skills and the ability to prioritise tasks;
- Able to relate to both staff and students;
- Knowledge of basic food hygiene. (Training provided) and;
- Experience in preparing Hot Meals;
- A good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 3rd December 2024
We reserve the right to withdraw the vacancy, should we find a suitable candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 5th December 2024

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate Start

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: Catering Assistant

Grade: Aquinas 1

Full Time Salary Range: £23,656.00 p.a - £23,705.00 p.a

Actual Pro-Rata Salary Range: £19,695.06 p.a - £19,735.85 p.a

Hours: 35 hours per week / 39 weeks per year

Accountable to: Restaurant Manager

THE ROLE

Main Purpose of the Role:

Catering Assistants are key people in helping us develop a high-quality food and beverage service to the satisfaction of our staff and students. We are running our own in-house catering service, have outstanding kitchen and restaurant facilities and are committed to the preparation of high-quality food and to healthy eating.

You should have a friendly and outgoing personality, a flexible approach to working within a team, be customer focused and have the ability to meet high standards of service. You should be able to relate to both staff and students, of all ages and abilities.

You must have knowledge of basic food hygiene principles. Ideally you should hold a Basic Food Hygiene Certificate (training will be provided to obtain this qualification if not). In addition, full training will be provided on food service in all our areas.

Daily Duties

- Preparation of working, service and dining areas.
- Assist in the preparation and service of food and beverage items.
- Assist with the preparation and delivery of food to external users, e.g. other local schools.
- Clearing and cleaning of all service, preparation and dining areas, equipment and utensils.
- Receive delivery of goods, following appropriate procedures.
- Promote a good customer relationship in a professional manner.
- Assist the smooth running of the unit especially in times of illness of work colleagues.
- Attend all training sessions as required.
- Carry out any duties, as directed, relating to the needs of the business.
- Carry out specific duties as designated by work rota.
- Take, record and action, if necessary, food temperatures.
- Take, record and action, if necessary, equipment temperatures.
- Notify cook of food items requiring replenishment or reordering.
- Carry out cleaning duties as directed.
- Replenish condiments and cups, as needed, to ensure constant supply.
- Ensure an adequate supply of clean cutlery, crockery and trays.
- Follow till procedure, as set down, and notify supervisor of any discrepancies.
- Ensure a selection of items are displayed for sale.
- Receive and store goods deliveries.
- Keep the tables and dining areas clean and tidy.
- Keep area in a hygienic and safe manner.



General Responsibilities

- High standards of personal hygiene in appearance and dress.
- Abide by Food Hygiene and Food Safety laws.
- Abide by Health and Safety laws and school policies.
- Deliver a high standard of service in a polite, efficient and professional manner.
- Report any illness/accidents immediately to Restaurant Manager.
- Report any faults in equipment or structure.

Other Responsibilities

- Uphold and promote school policies and procedures, promoting those specifically applicable to this area of work and also including the Equal Opportunities policy and procedures.
- Keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques.
- Be conversant with and participate in activities and developments at school, which are relevant to the post.
- Present and promote an appropriate public image in representing the school.
- Undertake any other duties as may reasonably be required commensurate with the post.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

CATERING ASSISTANT

Key Skills & Abilities	Essential/Desirable
Basic Food Hygiene principles.	E
Ability to meet high standards of service.	E
Able to follow instructions.	E
Excellent communication skills.	E
Effective time management skills.	E
Ability to prioritise tasks.	E
Portray a professional image.	E
Ability to work under pressure.	E
Flexible with a 'can do' attitude.	E
Able to work within a team and independently.	E
Ability to work in a fast-paced environment.	E
Knowledge/Experience/Qualifications	
Have or be willing to work towards a Basic Food Hygiene and Health and Safety certificate.	E
Experience	
Experience of working in a similar setting.	D
Experience of working within a team focused environment.	E
Personal Attributes	
Possess a friendly and helpful demeanor.	E
Be willing to undertake further training.	E
Flexible approach to working within a team	E
Customer focused.	E
Able to relate to staff and students.	E
Helpful and creative.	E
Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.	E



Benefits of Working with Aquinas

LEASE AN ELECTRIC VEHICLE...

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus
electric vehicles

TREATING YOU AS A PROFESSIONAL...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

HELPING YOU STAY RELAXED...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to English Heritage sites for you and your family;
- Discounts on cinema tickets including all top chains;
- Discounted days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Free health and wellbeing portal for courses, classes & content;
- Savings with online and high street retailers, on local and national gym memberships, restaurants and more.

LOOKING AFTER YOUR WELL-BEING...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family

health assured