



Catering Assistant

Candidate Pack

Part of the

Oak 
Learning Partnership

Catering Assistant

Welcome from the Headteacher

Dear Candidate,

Thank you for expressing an interest in joining our wonderful community at Crosshill School. We are a forward-thinking, inclusive, and successful school dedicated to supporting children with special educational needs. Our school is a place where every child is valued, supported, and empowered to achieve their full potential, and we are looking to appoint a passionate and committed Catering Assistant to help us continue this work.

Your role will include supervising pupils at lunchtime to ensure their safety, welfare and good conduct. You will be adaptive and proactive with a positive attitude and take pride in your work.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you.

At Crosshill the 'family' feel of the school is vital to our success and lies at the heart of all we do. We pride ourselves on creating a supportive and inclusive environment where each student can thrive. Our dedicated staff work collaboratively to deliver individualised education plans tailored to the unique needs of every child.



Catering Assistant

Welcome from the Headteacher

At Crosshill, we deeply value the positive relationships between staff, students, parents, and carers. Our welcoming environment ensures that students feel valued and trusted as individuals, fostering mutual respect throughout our community. We are committed to offering outstanding opportunities for all our students, empowering them to reach their full potential. Through excellent teaching, personalised support, and an inspiring curriculum enriched with the latest technology, our students overcome diverse learning difficulties and additional challenges, growing in confidence to become successful, caring individuals ready for adulthood.

Our mission is to enhance the life chances of every young person at our school, providing opportunities for achievement beyond expectations, regardless of background, need, or prior attainment. By joining our team, you will become part of a supportive team of professionals dedicated to making a positive difference in the lives of our students and their families.

If you have any questions or would like to arrange a visit to our school, please do not hesitate to contact us on 01254 667713 or by e-mailing info@crosshill.blackburn.sch.uk to arrange an appointment.

As you consider this exciting opportunity, I invite you to explore our website and learn more about our ethos, values, and the wonderful work we do here at Crosshill.


www.crosshillblackburn.co.uk

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

We look forward to receiving your application and learning more about how you can contribute to our school community.

Nicola Pemberton
Acting Headteacher at Crosshill School





"Pupils love coming to Crosshill Special School. They smile as they arrive in the morning and they are eager to start their lessons. Pupils behave exceptionally well throughout the day. They are highly respectful to one another, staff and visitors."

Ofsted Report, November 2021

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Crosshill School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

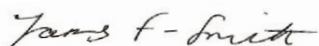
Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk



James Franklin-Smith
CEO of Oak Learning Partnership



oaklp.co.uk



"Pupils and students said that the school is a happy and safe place because staff work hard to make it that way."

Ofsted Inspection,
November 2021.



Catering Assistant

Salary: Grade C, SCP 3 – 5 (£24,027 - £24,790), actual salary £6,982 - £7,204.

Hours: 12.50 hours per week, term time only plus 5 inset days.

Job Description

Normal place of work: Crosshill School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 12.5 hours per week, term time only plus 5 inset days.

Mondays to Fridays 11.30 am to 2.00 pm.

Responsible to: Operations Manager

PURPOSE OF THE POST

- To assist in the preparation, cooking and serving of meals plus related catering duties under the direction of the Catering/Operations Manager, including setting up the dining hall ready for service and cleaning and general kitchen duties after service.

DUTIES AND RESPONSIBILITIES

- Assist with storing goods received, ensuring stock rotation is maintained.
- Assist with the preparation and cooking of meals (this will not be part of the role initially but this is likely to become part of the role in time).
- Assist in serving meals, ensuring correct portion sizes are served and good presentation is maintained.
- Ensure kitchen equipment is maintained and any repairs/breakdowns are reported to the immediate Supervisor.
- Ensure cleanliness of all catering areas and adhere to cleaning rotas.
- Prepare dining areas as appropriate.
- Ensure a high standard of cleanliness, personal hygiene and appearance.
- Undertake such other duties as reasonably correspond to the general character of the post and its level of responsibility.

Support for the School

- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.

- To contribute to the overall work and ethos of the school.
- To work as part of a team and support the role of other people in the team.
- To attend and participate in meetings as required.
- To undertake personal development when required.

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

1. Effective communication and engagement with Children, young people, parents and carers.
2. Child and young person development.
3. Safeguarding and promoting the welfare of the child.
4. Supporting transitions.
5. Multi-agency working.
6. Sharing information.

Catering Assistant Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> Level 1 Food Hygiene Certificate 	<ul style="list-style-type: none"> NVQ Level 1 in Catering or equivalent Experience of working within a catering environment Experience of working within a school environment 	
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> General catering & customer skills Ability to work under pressure Effective interpersonal and verbal communication skills Ability to work without close supervision Ability to work as part of a team or on one's own initiative Good organisation skills Effective communication skills 	<ul style="list-style-type: none"> Knowledge of current food hygiene legislation Knowledge of national nutritional food standards Ability to prioritise workloads and meet deadlines ICT Skills 	
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL	DESIRABLE	
<ul style="list-style-type: none"> A willingness to learn and adapt quickly within a fast-paced environment 	<ul style="list-style-type: none"> A real passion for food and cooking Experience of working with young people 	



Crosshill
School

Prepare and flourish

Crosshill School

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01254 667713

info@crosshill.blackburn.sch.uk

www.crosshillblackburn.co.uk



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