



**BRIDGE ACADEMY**

**Dining Assistant  
(Part Time)  
Information Pack**



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

**| Hard Work | Integrity | Kindness |**

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A Bridge to Your Future

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Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Thursday 31<sup>st</sup> October 2024.**

Yours faithfully,

Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

### Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

### Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

### Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

## SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms. References and an online search will be sought for candidates at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

**All appointments will be subject to the necessary safeguarding checks, which include:**

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### **Annual Salaries**

We offer competitive salaries including recruitment & retention allowances, in some cases.

### **Annual Season Ticket Loans**

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### **Cycle Scheme and Green Commute Initiative**

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

### **Employee Assistance Programme**

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

### **Mindfulness Programme**

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

### **Optical Expenses**

A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

### **Work + Family Space Services (Sponsored by UBS)**

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

### **Our Award-Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

#### **Art Floor**

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

#### **ICT suites**

- 3 purpose-built ICT suites & 1 suite with retractable I-desks.
- ICT facilities on all floors within the Academy

#### **Music Facilities**

- A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms.
- 2 music technology classrooms, equipped with Mac computers and midi keyboards

#### **Performance Hall**

- 350+ seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

### **Sixth Form**

- A bespoke Sixth Form block

### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

### **Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

### **Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

**Social Events:** Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

## JOB DESCRIPTION

<b>Job Title:</b>	Dining Assistant (Part Time)
<b>Reporting To:</b>	Catering Manager
<b>Job Purpose:</b>	Responsible to the Catering Manager for the effective operation of school catering provision by assisting in the preparation and serving of meals and dining room arrangements.
<b>Annual Salary Point Range</b>	13 - 15
<b>Working Hours</b>	10 hours per week, 12:00pm – 14:00pm but some days the timings may be adjusted to cover special occasions, evening or weekend events by prior agreement.

### The Catering Team

As part of a small team each member of staff helps in a range of tasks and is flexible to take on different tasks to provide cover for colleagues and to ensure an efficient and effective service. While there are set tasks associated with the role, the post holder may be asked to take on a range of duties where required.

### Key Responsibilities

#### *Till Service*

- To provide a service on the canteen tills, ensuring transactions are processed accurately and quickly.
- Managing the smooth flow of students through the servery.
- Ensuring students have sufficient funds and payment card to make purchases.
- Resolving any issues with students involving lost cards, meal purchases, complaints or behaviour issues.
- Ensuring stocks of drinks, stationery and other items are maintained at the tills.

#### *Catering Provision*

- To assist in the preparation and cooking of meals in line with nutritional standards.
- To assist in the serving of meals where necessary.
- To prepare items of food for sale, e.g. jelly, fruit salad.
- To ensure the service area is stocked with sandwiches, sweet items, fruit and other produce.

- To maintain the canteen area in a clean and orderly fashion, wiping tables, removing spillages, tidying litter, washing cutlery and crockery.
- Washing, tidying and restocking kitchen utensils, dishes and equipment.

### ***General Responsibilities***

- To work as part of the catering team and to provide an excellent catering service.
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in school and aspects of commercial viability.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required other duties associated with supporting the needs of pupils, as may reasonably be determined by the Principal or his representative.
- Carry out duties, commensurate with the post, necessary for the smooth running of the Academy as required by the Catering Manager.
- Participate in professional development and training opportunities.

### ***Health and Safety***

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the Academy's policies and procedures.

# **JOB SPECIFICATION**

## **Qualifications & Experience**

### **Desirable**

- 7061/7062/NVQ Level 1 Foundation Level - Catering Counter Assistant or equivalent qualification.
- A certificate in food hygiene (training will be provided if required).
- Experience of working in a school or canteen or similar environment.

## **Knowledge & Skills**

### **Essential**

- Good communication skills with good written and spoken English.
- Ability to build and maintain excellent working relationships.
- Excellent attention to detail.
- Confidence to deal with students in a friendly and firm manner.

### **Desirable**

- Health and Safety within a catering environment.

## **Personal qualities and characteristics**

### **Essential**

- Efficient and organised.
- Ability to multi task and be flexible.
- Ability to work under pressure or independently.
- Can work well in a team and in a diverse work environment.

# Dining Assistant (Part Time)

<b>Job Start:</b>	<i>November 2024</i>
<b>Scale Point Range:</b>	<i>Spine Point 13 - 15</i>
<b>Annual Salary Range:</b>	<i>Pro Rata: £5,923 - £6,115 (FTE: £26,104 - £26,950). Point 13 is equivalent to: £13.39 per hour.</i>
<b>Location:</b>	<i>South Hackney</i>
<b>Contract type:</b>	<i>Permanent</i>

*'The best school I've ever worked at: the culture, the staff and students, the training, everything!'* (Staff member)

*'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed'* (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is excellent and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

## Why choose us?

- Excellent student behaviour and highly supportive Senior Leadership Team.
- An Achievement-oriented culture where students work hard and it is cool to be smart.
- A warm/strict approach, meaning that our high standards do not come at the expense of inclusion.
- The belief that teaching must be a sustainable profession: clear systems and structures, sensible approach to feedback and no 'late night culture'.

We are seeking to appoint a Dining Assistant (Part Time) who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

## Do you have:

- Experience of working in a school canteen or similar environment? This is desirable, but candidates with limited experience will need to be quick learners.
- Good communication skills, written and spoken English?

- The ability to work as a team - building and maintaining excellent working relationships?
- The ability to multi task, work under pressure and be flexible when needed?

This is a part time, term time only position, from 12:00pm – 14:00pm, **Monday - Friday**. However, applicants who are seeking to work 3 days per week, Mondays – Wednesdays, are also welcome to apply. If you are up for the challenge we would love to hear from you.

Our sponsors, UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, a short walk from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please complete the online application form and read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 09:00am on Thursday 31<sup>st</sup> October 2024.**

**The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.**