



**North East
Learning Trust**

Catering Assistant
The Academy at Shotton Hall
Applicant information pack

Catering Assistant

Required as soon as possible

Grade 1 SCP1 – SCP3
FTE £17,842 - £18,562
ACTUAL £6212 - £6900

The Academy at Shotton Hall is part of North East Learning Trust and is seeking to appoint a Catering Assistant.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experience excellence every day.

To support our vision, we are looking for an enthusiastic and motivated individual with experience of working in a busy kitchen environment. The Academy at Shotton Hall is a caring community, one based on mutual respect, a school where students feel safe and supported throughout their time with us. The Academy at Shotton Hall successfully manages its own catering service, offering a wide and varied range of meals to staff and students and our team also caters for all hospitality events taking place at the Academy.

The successful candidate will:

- Experience of working in a catering environment
- Knowledge of health and safety in a catering environment
- Excellent communication skills
- Excellent organisational skills
- The ability to work independently and as part of a team
- Flexible/positive attitude to work

We can offer:

- A positive and caring ethos.
- A team of hardworking, dedicated and friendly staff where everyone is valued.
- National Terms and Conditions of Employment (NJC Green Book).
- Local Government Pension Scheme.
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year.

Deadline: Monday 11 October 2021

Shortlisting will take place week commencing 11th October with interviews taking place week commencing 11/18th October 2021.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Debra.livingston@shottonhallacademy.co.uk by post to Debra Livingston, Head of Administrative Services, The Academy at Shotton Hall, Passfield Way, Peterlee, County Durham, SR8 3AU

For an informal discussion or further information, please contact Debra Livingston, Head of Administrative Services on 0191 586 0002 (Ext 17104)

Job description

Post title:

Catering Assistant

Responsible to:

Cook

Responsible for: Assisting in the preparation and delivery of school catering services

Salary Band: Grade 1 SCP1-SCP3

Job purpose:

To work as part of the catering team and assist in the preparation and delivery of the school catering services. To carry out all duties to the required high standards of food hygiene/handling and safe working practices. All work is carried out under the supervision of the Cook.

Duties and responsibilities:

- To assist the Cook with the preparation, cooking and serving of food and beverages to children, staff and visitors.
- To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing and footwear is used.
- To assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations
- To serve meals, snacks and beverages, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- To thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc are used to ensure hygiene standards are maintained.
- To clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with school health and hygiene procedures.
- To operate the dishwasher following correct usage procedures to ensure optimum results.
- To wash up dishes etc in compliance with correct procedures to ensure hygiene standards are maintained.
- To maintain accident records as required
- To work on tills (Training provided)

General

- To present oneself as a role model to students in speech, dress, behaviour and attitude.
- To work as part of a team
- To Work in a manner that complies with all current and legislative requirements.
- To attend any training course relevant to the post, ensuring continuing, personal and professional development.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us, and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good basic literacy and numeracy skills 	<ul style="list-style-type: none"> • NVQ1 or equivalent in catering • Basic Food Hygiene Certificate
Experience	<ul style="list-style-type: none"> • Experience of working in a catering environment • Knowledge of health and safety in a catering environment 	<ul style="list-style-type: none"> • Knowledge of COSHH regulations • Experience of working in a school
Aptitude and skills	<ul style="list-style-type: none"> • Ability to work under pressure • Ability to prioritise tasks • Good organisational skills • Excellent communication skills 	
Personal qualities	<ul style="list-style-type: none"> • Approachable and courteous manner Flexible approach to work • Able to work effectively as part of a team • Self-motivation and able to work with minimum supervision • Honest and Reliable • Willingness to undergo further training 	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.