

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Catering Assistant

Job Description & Person Specification

www.celtrust.org



About the Role

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



- ❖ *Do you have excellent skills in the preparation, cooking and serving of food and beverages?*
- ❖ *Are you looking for a new challenge in an energising and rewarding working environment where no two days are the same?*

About the Job

As one of our Catering Assistants you will work as part of a small, very friendly and supportive team which plays a crucial role in the day-to-day life of our school by providing a catering service to all students, staff and visitors. Training will be provided where necessary.

About the School

Brannel School offers 850 places to students aged 11-16. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a ‘School of the Future’ at a cost of over £17m.

Our school values are Excellence, Creativity and Community. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

About You

We *really* want to hear from you if you are someone who:

- is looking for a rewarding role in a school environment
- has good communication skills
- can maintain standards of cleanliness, safety and hygiene of premises and equipment and can work within the guidelines of the Health and Safety and Hygiene regulations
- is able to relate to both adults and young people with sensitivity, empathy and understanding.

We will offer you:

- An energising and supportive working environment with high expectations and standards.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Flexible Working

We are happy to talk flexible working and endeavour to offer this, where possible, so that many of our employees can choose a working pattern that suits them as much as it suits us. It is noted, however, that some roles require attendance during specific school hours, which means that flexible working is not always possible.

Disability Confident

If you consider yourself to have a disability and think you may require a reasonable adjustment to be made for this part of the selection process or would like further information in relation to reasonable adjustments, please let us know.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



Job Description

Job title: Catering Assistant

Reporting to: Catering Manager

Responsible for: No line management responsibility.

Functional

Relationships: Headteacher, senior leadership team, teaching staff, support staff, students and parents/carers

Salary grade: Grade C

Working Hours: Variable hours per week

Working Weeks: 39 weeks (Term time plus 5 INSET days)

Paid Weeks: 44.652

Main Purpose of Job

- ❖ To provide support in the preparation, cooking and serving of food and beverages plus related catering duties. To act as relief cook when required.

MAIN DUTIES AND RESPONSIBILITIES

- ❖ To assist with the smooth running of the school kitchen and assist at catering functions.
- ❖ To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
- ❖ To assist in devising menus to ensure a variety of meals is offered in the school which caters for different dietary requirements as appropriate.
- ❖ To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager.
- ❖ To prepare the school dining area to include moving and setting up tables and chairs, setting trolleys.
- ❖ To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
- ❖ To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.

- ❖ To clean on a daily basis all catering areas to standards laid down by the school as directed.
- ❖ To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required.
- ❖ To inform the Catering Supervisor of any defects in equipment, suspect food or other concerns relating to Food Safety.
- ❖ To support other school catering establishments within a reasonable geographical distance if required.

General responsibilities applicable to all CELT staff

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students. To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Special conditions of employment

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have

concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK and an Enhanced Disclosure and Barring Service (DBS) check.

Note

This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.

The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.

This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	Assessed
Qualifications, Education and Training	<ul style="list-style-type: none"> • Attainment of GCSE qualifications or equivalent vocational qualifications in catering or a related field. • Basic food hygiene and safety certificate and knowledge of food hygiene procedures. 	<ul style="list-style-type: none"> • NVQ level 2 in catering or related field. • Knowledge and practical experience of cash handling procedures. 	Application Form/ Certificates
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Previous experience of working in catering. • Good communication and team working skills. • Good organisational skills - ability to work to deadlines and methodical approach to work. 	<ul style="list-style-type: none"> • Experience of catering in a school/college environment. 	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated and able to work constructively as part of a team. • Able to cope with physical demands of role. • Ability to establish good working relationships with adults and young people. • Demonstrates high level of patience, understanding, and empathy with young people. 		Interview
Additional requirements	<ul style="list-style-type: none"> • Suitability to work with children. • Commitment to safeguarding, wellbeing and equality. • Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School. • Demonstrates understanding of, and enthusiasm for, working in a busy school environment. • Adaptability and willingness to assist with other aspects of school life. • Willingness to continue to learn, develop and train. 		Interview



CORNWALL EDUCATION LEARNING TRUST