



Washington
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Assistant Cook



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Assistant Cook at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Welcome from the Headteacher

Dear Candidate,

Thank you for expressing your interest in the position of Assistant Cook at Washington Academy. Washington is proud to be part of the Consilium Academies, read on to find out more about trust. Once you have read this application pack, if you would like to visit us, please get in touch.

As our school continues to grow, we have a clear aim. That aim is to ensure our students have access to a dynamic and progressive learning environment. Our exemplary standards of behaviour and respect makes this possible.

Washington is an inclusive school and we are all committed to the following aims:

- Providing students with an exciting, engaging, and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our Academy and our community to the full

We are looking for candidates who share our commitment to inclusive education and who would contribute to the genuine warmth of our school. For the right candidate, we can offer robust career development opportunities. This includes unrivalled CPD delivered by lead educationalists live from our trust's centre for professional development.

The right candidate will be qualified, creative and vibrant. They will be fully committed to our aims. Moreover, they will be personable and therefore will contribute positively to the welcoming environment we are so proud that Washington has.

I cannot think of a better time to join our school.

I look forward to receiving your application.



Derek Austwick
Head Teacher



About the Academy

At Washington Academy we are proud to be a part of Consilium, and want everyone within our Academy, whether students, teaching or support staff to have the opportunities to be the best they can be.

As previously mentioned by David Clayton, our CEO, we take staff development very seriously. Good quality benefits everyone, both staff and students. Our colleagues here at Washington Academy have access to bespoke training opportunities and resources tailored specifically for their needs.

Washington Academy offers excellent learning experiences to all its students through a remarkably diverse curriculum which caters for the needs of all. The academy opened new state of the art building in 2009 and endeavours to ensure all our young people enjoy their lessons in an inspiring learning environment.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results needed for their chosen career paths, we have a huge and varied programme of activities and extra-curricular opportunities on offer.

Washington Academy is fully committed to each individual in our academy, recognising their uniqueness and individual potential. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Our very strong links with partner primary schools ensures smooth transition from primary to secondary school, allowing a strategic approach to raising aspirations and generating further success.

Washington Academy is a place where all members of its community feel welcome, safe and experience a sense of belonging. We believe that only where this exists can learning and personal development progress successfully. Washington Academy is seeking to develop the whole person

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academics, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.

About the Role

Job Title: Assistant Cook

Start date: To be agreed

Hours: 36 hours per week, term time plus 2 days

Contract: Permanent

Actual Salary: Grade 5 (NJC scale points 8 – 12), £18,365 – £19,878

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Washington Academy, part of Consilium Academies who are committed to providing the best possible education for our pupils.

We are looking for an experienced, friendly and hard-working Assistant Cook to join our team who has a Level 2 qualification in Food Preparation & Cooking.

You will support the Catering Manager in charge in preparation and delivery of the school meal service to ensure the school kitchen/catering unit is operational daily.

You should be supportive of the ethos and values of the school and.. We are looking for someone who understands the importance of developing positive relationships and will promote a high standard.

The closing date for applications is: 28th November 2022

Interviews date TBC

To apply please complete the attached application form. We ask that all completed application forms are sent by email to Kim Weller at kim.weller@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

For any questions regarding this role please contact Kim Weller - Business Support Officer

Consilium Academies and Washington Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check.

The trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered. We do not accept CV's.

Job Description

Job Title:	Assistant Catering Manager
Reports to:	Catering Manager
Based at:	Washington Academy

Main purpose of the Role

- To ensure School kitchen/catering unit is operational daily.
- To significantly contribute to supporting the Catering Manager in charge in preparation and delivery of the school meal service.
- Carry out responsibilities and duties in absence of the Catering Manager ensuring continuation of service.
- Centralise all issues relating to lunchtime supervisors, to communicate effectively with Lunchtime Supervisor.
- To ensure quality of service for all stakeholders.
- To support the Catering Manager/Catering Manager in the Leadership & Management of staff.
- To carry out such duties within the framework of the schools agreed aims and objectives and policies.

Core Responsibilities & Tasks

Principle Responsibilities

- To ensure kitchen operation is efficient and effective as directed by the Catering Manager, and in absence of the Catering Manager.
- Efficient and effective line management of catering and lunchtime staff.
- To ensure every child is catered for from start to completion of service.
- To assist as directed with all aspects of Catering Manager and food preparation.
- Cleaning and clearing of food and beverage production areas.
- To maintain a high standard of hygiene and safety within the workplace
- Using systems – food safe
- Allergen Management

Main Duties

- Preparation and presentation of food to high specification and receive and provide any training as necessary.
- To support in providing appropriate allergen management and operation
- Support the Catering Manager in the management and direction of staff.
- Assist in devising and preparing nutritional menus.
- Procurement, orders and requisitions.
- To support the Catering Manager in all duties as required by the shift.
- Ensures that food is prepared in accordance with statutory hygiene procedures, e.g., temperatures are recorded, samples are taken, and foodstuffs are stored safely and hygienically.
- To support the Catering Manager to ensure that dishes are produced to required standards of quality and presentation for service.
- Ensures sufficient food supplies throughout the service period.
- To support the Catering Manager to ensure all staff hygiene, health & safety regulations are observed and adhered.
- To observe and comply with all on-site rules and regulations.
- To ensure any paperwork is completed where appropriate and applicable.
- Demonstrates good standards of customer service.
- To report any customer complaints or compliments to the Catering Manager
- In the absence of the Catering Manager will ensure continuation of service and management responsibilities. (pay grading adjustment to reflect)
- As and when required by the School, carries out additional tasks concerned with the operation of the unit and the wider school community.
- Assists in the preparation and Catering Manager of food for special functions & special days.

- Instructs craft apprentices & other trainees in food production methods as directed by the Catering Manager.
- To carry out any reasonable request by the Catering Manager or School Business Support Officer.
- To carry out all mandatory, legal and compliance operational responsibilities on a temporary basis in absence of the Catering Manager.

General Requirements

- Attending and participating in training and development courses as required.
- Attending meetings, liaising and communicating with colleagues in the school.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
- May be required to cover at other local Consilium schools where emergency cover is required

Professional Values and Practice

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Person Specification		
	Essential	Desirable
Training and Qualifications		
Basic literacy, numeracy, written and oral communication skills	X	
Level 2 Foundation Certificate in Food Hygiene	X	
Level 2 qualification in food preparation and cooking	X	
Experience and Knowledge		
Experience of working in a catering department	X	
Experience of working in school-based catering in a supervisory role		X
Knowledge of food preparation in a commercial setting	X	
Knowledge and understanding of health and safety working practices and food hygiene regulations	X	
Skills and Personal Attributes		
Must be able to communicate effectively with customers and colleagues and demonstrate the ability to understand written instructions	X	
Must be able to demonstrate an awareness of a high standard of hygiene both operational and personal	X	
Must be able to demonstrate an awareness of safe working practices within the working environment	X	
Able to work on own and within a team with little day to day supervision	X	
Able to work effectively in a busy environment	X	
Demonstrate a willingness and enthusiasm for training and progression	X	
Ability to complete office tasks such as producing a cleaning rota, work rota, temperature control etc.	X	
Able to use and clean kitchen machinery and light equipment	X	
Able to demonstrate excellent customer service skills		X
Able to encourage children to select a balanced meal		X
Knowledge of Safer Food Better Business requirements		X
Knowledge of School Food Trust Standards		X
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		X