

Show
Respect

Anything
is
Possible

Catering Assistant

Grade 4

15 hours a week

**32 weeks plus 1 Teacher
Training day**

Accept
Responsibility

Required from
28th October 2024
or as soon after

Recruitment Pack

Build
Resilience

Message from the Headteacher

Thank you for expressing an interest in this post at Ashby School. Ashby is a school with a proud history and a strong position in the local community; where students are delighted to learn, and staff are excited to work.

Ashby School has recently completed age-range change and now provides a through education for student from Years 7 to 11 alongside our excellent Ashby Sixth form which welcomes students from a range of local schools. We are thrilled that this development has allowed us to increase our engagement in our local community and believe all our students benefit from this change.



Part of the LiFE Multi-academy Trust, our School and Sixth form pride themselves on putting students at their heart. We want all our students to be happy and successful and are committed to ensuring that all students fulfil their academic potential. However, at Ashby, we realise that academic success is only a part of our role as educators. We offer our students a range of opportunities to enable them to embrace our core values; to 'Show Respect'; 'Accept Responsibility' and 'Build Resilience' to prepare them for their successful futures. We were delighted to see our approach to this work and the results of our recent improvement and innovation reflected so positively in our OfSTED inspection in January 2024 where we were judged to be a good school with a good sixth form provision.

Ashby is also a school built on the power of its staff. We have a great team of professionals, with exceptional subject knowledge, who enthuse students about the subjects they love. Ashby School also takes huge pride in growing the professionals of the future; working closely with a range of local ITT providers, as well as utilising professional development opportunities both within and beyond the MAT to ensure that investing in our staff is a key feature in our improvement strategy. This is evidenced by so many of our staff staying at Ashby year after year with several growing from their NQT year into Senior Leadership positions and giving back to their school community through the work they do.



Such investment in staff is also indicative of our willingness to work with those we employ. We know that through a career, things change, and new challenges arise. We are proud of the work that we do with staff to ensure that we can find ways to adapt to need and, as such, this post is offered alongside a willingness to discuss flexible working approaches.

We look forward to your application and showing you that 'Anything is Possible' in such an innovative and exciting setting!

Dr Jude Mellor

Our Ethos

'Empowered to Learn'

We want every student to have the support they need to succeed, while recognising that success looks different for every student. We also appreciate that students need to learn to be empowered; it is this ethos that underpins our commitment to develop the whole child both within and beyond the classroom.

'Anything is Possible'

Society is evolving rapidly which makes the future possibilities endlessly exciting for our students. We want them to embrace these opportunities, develop the skills they need to navigate the challenges ahead and embody our ethos that 'Anything is Possible'.

Our staff go the extra mile every day. Alongside our academic successes, we believe in creating a school community that reflects the kind of society in which we want to live.

We seek to embed these in all we do as embodied by our innovative and unique Empowering to Learn curriculum at the heart of our Key Stage 3 provision.

Our Student Experience

Our Key Stage 3 curriculum provides a broad and balanced experience for our students meeting the National Curriculum requirements alongside our own Empowered to Learn curriculum which invests in our young people by growing skills for life. The result is a varied curriculum delivered in fantastic facilities that supports progression to Key Stage 4 and beyond.

Ashby Sixth Form provides a wide range of qualifications for students who have studied in our own Key Stage 3 & 4 but also welcomes half its students from schools from the broader locality. Providing the broadest curriculum offer in North West Leicestershire, students progress from our Sixth Form into Apprenticeships, employability and university equipped with the qualifications, skills and experiences to make them successful, whatever path they choose.

Our Pastoral Support

Our year groups are led by a pastoral Year Team Leader and supported by Assistant Key Stage Leaders and administrative staff as well as staff focussed on supporting our Looked After Children and those in receipt of Pupil Premium.

Our dedicated Inclusion support includes:

- The LINC Learning and Inclusion Centre where our dedicated team of Teaching and Learning Support Assistants work with students with Special Educational Needs in both classroom settings and intervention groups.
- Our students focussed well-being provision.
- The Gateway, an on-site Alternative Provision supporting students who find mainstream learning more challenging through facilitating a range of hybrid learning models.

Our Curriculum & Learning Support

We support our students' learning through a range of staff positions including:

- Our Teaching Assistants who support individual and small groups of students with a range of learning needs
- Our cover supervision team who work with students in the event of staff absence to maintain learning.
- Our administrative support who ensure the smooth running of our school
- Our data team who support tracking and intervention of student progress
- Our library team who support our students to open their minds through reading
- Our technicians who work in our practical subjects to both support and facilitate learning in a student facing way.

Our Premises, Catering and Cleaning Team

We strongly believe that where we create the right environment for learning, our students have the best possible chance of success. We do this through investment in our premises, catering and cleaning teams all supported by our housekeepers. All these individuals are key to creating ownership of our learning spaces so all staff can tangibly contribute to our students' progress.

Job Title	Catering Assistant
Grade	Grade 4, Points 6 Salary FTE £22,932
Hours and Weeks	15 hours a week, 32 weeks a year plus 1 teacher training day Hours of work – 5 days at 11am and 2pm 1 teacher day will be assigned and working times will vary on this day.

Personnel within this role are employed under the following Job Description and Person specification below. Details of specific roles are directed as necessary by the school.

Job Description

Overall	<p>All Catering Assistants must be willing to:</p> <ul style="list-style-type: none"> • Under the general direction of the Catering Manager or cook, assist in the preparation and production of food, including for hospitality and special dietary requirements • To undertake the clearing and cleaning of premises, plant and equipment • Report the breakdown of equipment, including food safety hazards and accidents to the Catering Manager • Carry out cashier transactions via cashless catering • Undertake basic administration tasks under the direction of the Catering Manager/Cook • Assist with the provision of a quality service to contract specification, including transported meals where applicable • Attend training sessions as specified during term time • Undertake all specified duties in compliance with relevant Food Safety and Health & Safety legislation, and to react as directed to future amendments. • To take all reasonable precautions and exercise due diligence to avoid breaches of legislation • Attend and assist in the cleaning of the kitchen and surrounds on the five specified out of term cleaning days • Be willing to work in all catering outlets throughout the school site • Be available for and willing to work overtime when required for appropriate remuneration • Be flexible in both approaches taken and the use of time/resources. • Support current policies and recognise good practice within the school. • Undertake such duties which are within the scope of the job purpose, title of the job and its grade.
Culture	<ul style="list-style-type: none"> • Contribute to a culture where students experience a positive and enriching school life. • Be proactive and positive in interactions with young people within and beyond the role. • Work to establish a staff culture that promotes excellence, equality and high expectations. • Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.

Person Specification

Essential	Desirable
Great interpersonal skills with colleagues and young people. Be clean, tidy and wear uniform smartly as required Ability to work effectively as part of a team. Ability to take own initiative as necessary Willingness to undertake training Willingness to work in a front-facing catering role as required Ability and willingness to undertake training as required for the role. Empathy with young people	Basic Food hygiene certificate Experience of working in a school environment. Experience of working in a catering environment Ability to operate a service till point Knowledge of health and safety procedures.

“LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.”

To apply, please visit ETeach to complete an application form. For further information regarding the role email recruitment@ashbyschool.org.uk.

Ashby School is committed to safeguarding and promoting the welfare of all of its students and expects all staff to share this commitment. The successful applicant will be subject to enhanced clearance by the Disclosure and Barring Service and pre-employment checks.

Closing date for applications is 9am Tuesday 15th October 2024. We will review the right to take down earlier should we find a suitable candidate.

Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ashby School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ashby School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ashby School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Ashby School will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ashby School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ashby School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ashby School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.