

# Recruitment Information Pack



TO LEARN TO ACHIEVE



# Bosworth Academy

## Catering Assistant Permanent

Paid at Grade 4 Points 6

22.5 hours per week for 38.6 weeks per year

2.5 hours a day during some school shutdown/holiday periods to cater for our onsite nursery which is agreed and paid additionally. This additional time is equally divided between all kitchen staff

£11,822pa (22,932 FTE pa)

Required from August 2024





## Message from the Headteacher

Thank you for showing an interest in the Catering Assistant post at Bosworth Academy.

At Bosworth Academy, our aim is to ensure all students continue their journey into adulthood as confident, capable and successful people who can take control of, and enjoy, their future lives.

### **‘Be better than you thought you could be’**

We encourage and work with students so they can concentrate on learning in a co-operative environment, valuing everyone’s positive contribution and promoting a strong sense of community and responsibility towards others. Every student is important to us, and everyone should experience a first class education, with high challenges and equally high expectations. Every child has the potential to develop and to achieve highly. It is our role as teaching professionals to foster within them a deep passion for learning. We aim to instil in our students the notion of a growth mind-set; the belief that they can get better at anything through hard work, high challenge, determination and practice.

We work hard to provide the best teaching, clear guidance, and effective support, recognising the individual learning needs of each student, and personalising their experience accordingly. Our driving passion is a belief that ‘no student at Bosworth Academy will underachieve’. It is our responsibility to raise students’ aspirations and continually drive home the message that you can ‘be better than you thought you could be’.

We offer an exciting, ambitious and seamless pathway through Key Stage 3 and 4, to our Sixth Form, and onwards to university, apprenticeships and beyond. We are excited by the prospect of being one of only a select few institutions able to offer this in Leicestershire.

We invest in our staff to develop their potential capital. Through purposeful collaboration and coaching we aim to support all of our team to excel. Investors in People recognised this – rating us as a ‘Gold’ provider. This post offers an exciting opportunity to help us on our journey towards excellence in every area.

We want the best possible future for all of our students, so we know it is important to invest in them now. Crucially, we believe that all students have enormous potential, therefore we challenge them to be the best, help realise this potential and transform this into high quality qualifications.

We look forward to receiving your application and good luck!

Simon Brown  
Headteacher

*Allowing students to  
achieve their potential*



# Vision, Values and Ethos

**Bosworth Academy Vision:** For Bosworth Academy to be consistently outstanding in its delivery of outcomes for young people in and for our community. Bosworth Academy is an unstoppable force for affecting social mobility.

**Bosworth Academy Values:** *'No student will underachieve'* means: Outstanding outcomes for every child of every ability from every background, no matter what the barriers. *'Be better than you thought you could be'* means: We understand that our role is not to ensure students reach their potential, it is to help define that potential.

**Bosworth Academy Ethos:** We do this in an environment which is inclusive, exciting, varied and highly aspirational. The individual is recognised and celebrated. We strive for excellence and challenge in all that we do and seek feedback and positive criticism. We believe in the capacity for continual improvement and appreciate the role of leadership. We never give up and never accept that our work is done. We enjoy and achieve and embrace our responsibility as a force for good. We can and will make a difference through the empowerment of learning.

## Bosworth Academy The 6C Curriculum

At Bosworth Academy, we believe in teaching to the test of life, not to a life of tests. Our curriculum is based on international research and this includes our global competency, 6C, development programme:

- **Character:** Being a motivated, proactive and resilient learner
- **Collaboration:** The ability to work well with others
- **Creativity:** Using imagination or original ideas to do something new
- **Citizenship:** Making a positive contribution to the world we live in
- **Communication:** Exchanging information with others
- **Critical thinking:** Forming your own opinions based on reliable evidence

The 6Cs form an important part of our rewards and restorative behaviour approaches. They permeate through our tutor programme, assemblies and lessons. In doing so, we help students to become effective independent learners who can adapt to a rapidly changing world. We incorporate whole school values into all of our lessons, promoting a range of skills that support the development of student agency.



*Bosworth Academy challenges pupils to achieve more than they ever believe they could. Ofsted June 2022*



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**£11,822pa (22,932 FTE pa)**

**Required from August 2024**

Bosworth Academy is a popular and expanding 11-19 school, which is increasingly the school of choice for parents in the area. We are seeking to appoint a Catering Assistant to work in our exciting and thriving school. The successful candidate will have the opportunity to build on their catering experience by supporting our 'cooking from scratch' philosophy and a real passion for developing their skills over time. This post has arisen due to the current post holder moving to a promoted post.

Bosworth Academy is the lead school in the LiFE Multi Academy Trust which has been recognised by Ofsted as an 'Outstanding' school in our most recent inspection. We believe our community deserves nothing less.

Application forms and further details may be obtained from Mrs Leander Mason at the address below or can be downloaded from [www.bosworthacademy.org.uk](http://www.bosworthacademy.org.uk)

**The closing date for completed applications is 9am on 2<sup>nd</sup> August 2024**

"The LiFE Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

The LiFE Multi Academy Trust, Bosworth Academy, Leicester Lane, Desford, Leicester. LE9 9JL

Tel 01455 822841, email [hr@bosworthacademy.org.uk](mailto:hr@bosworthacademy.org.uk)

Bosworth Academy Headteacher: Simon Brown

July 2024



Dear Applicant

### Catering Assistant – Permanent

Thank you for your interest in the above post.

Bosworth Academy is a popular and expanding 11-19 school, which is increasingly the school of choice for parents in the area. We are seeking to appoint a Catering Assistant to work in our exciting and thriving school. The successful candidate will have the opportunity to build on their catering experience supporting our 'cooking from scratch' philosophy and a real passion for developing their skills over time. This post has arisen due to the current post holder moving to a promoted post.

The Academy is a welcoming and friendly place to work.

The following information is included in this pack:

- Job Profile and Personnel Specification
- An application form can be downloaded from our website
- Details of our most recent Ofsted report can also be found on our website or Ofsted's.

If you are interested in applying for our post, please complete the following:-

- Application form
- Covering letter (of no more than one side of A4)

The Personnel Specification indicates the specific skills and qualities we are interested in and where we expect to make judgements of these in the selection process.

**Your application should be sent to Leander Mason at the school, by 9am on 2<sup>nd</sup> August 2024**

I look forward to receiving your application.

Yours sincerely

Simon Brown  
Headteacher

# Job Profile & Person Specification



TO LEARN TO ACHIEVE

LiFE Trust Job Profile	
Role	<b>Catering Assistant</b>
Job Purpose	To provide support in the preparation, cooking and serving of food and beverages plus related kitchen/catering duties.
Responsible to	Catering Manager, Deputy Catering Manager or Head Cook
Grade (including hours and weeks worked)	Local Government Grade Applicable to Role – detailed in advert
Conditions of service	Local Government conditions of service as of 31 <sup>st</sup> March 2012
<b>Main Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>● To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required;</li> <li>● To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meals;</li> <li>● To assist in the preparation, cooking and serving of food and beverages as defined by the immediate supervisor or line manager;</li> <li>● To serve food according to the style and type of operation as defined by the immediate supervisor or line manager;</li> <li>● To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre;</li> <li>● To clean on a daily basis all catering areas to standards laid down by the Catering Manager/Supervisor and Health and Safety guidelines;</li> <li>● To undergo on and off the job training sessions as required by management;</li> <li>● To inform the immediate supervisor or line manager of any defects in equipment;</li> <li>● To inform the immediate supervisor or line manager of any defects in heavy equipment or of any premises not meeting Health and Safety and/or Food Hygiene Regulation Standards;</li> <li>● To perform other related duties as required ensuring the dining area and the kitchen is in a clean and hygienic condition and that the food service is effective and efficient;</li> <li>● To undertake cash handling duties in relation to sales and banking procedures and cashless catering;</li> <li>● Actively promote the catering services by providing healthy, tasty and nutritious meals;</li> </ul>

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Leicestershire LE9 9JL  
01455 822841  
office@bosworthacademy.org.uk  
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	<ul style="list-style-type: none"> <li>• To attend other sites within the Trust for cover purposes;</li> <li>• To undertake any other duties (within the scope and grade of the post) as required for effective operation of the Service.</li> </ul>
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Person Specification	Essential	Desirable
<b>Training and Education</b> Numeracy and literacy sufficient to carry out the job tasks. Willingness to undertake training as required. Basic Food Hygiene Certificate.	✓ ✓	✓
<b>Skills/Attributes</b> Must be able to communicate clearly with staff, students and visitors. An understanding of the importance of health and hygiene. Basic Knowledge of food preparation. School meals or other industrial catering experience. Understanding of Hygiene/Health and Safety. Ability to work well in a team.	✓ ✓ ✓ ✓ ✓	✓ ✓
<b>Other</b> Attendance - evidence of regular attendance at work. Basic understanding of food hygiene and Health and Safety regulations.	✓	✓

<b>Attributes</b> Good rapport with children and young people. Must be capable of remaining calm under pressure. Sensitivity to the needs of colleagues and customers.	✓ ✓ ✓	
<b>General Circumstances</b> <ul style="list-style-type: none"> <li>• A flexible approach to working, an ability and willingness to travel to various locations.</li> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to work and day-to-day situations.</li> <li>• Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. <i>This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</i></li> </ul>	✓ ✓ ✓	
<b>Factors not already covered</b> <b>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</b>	✓	