



BLACKDOWN
EDUCATION
PARTNERSHIP



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER





Dear Applicant

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 4 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint a Catering Assistant at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from support staff or teachers at any stage of their career. You will join a team who are absolutely focussed on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews
Headteacher

Job Description & Person Specification



Catering Assistant

16 hours per week

Monday 10:30am-2:30pm

Tuesday to Friday 11:30am-2:30pm

Term time only (38 weeks)

Grade 17, FTE £22,366 (pay award pending)

£11.59 per hour (actual salary £8,069)

We are seeking to appoint a Catering Assistant to work within our busy kitchen and catering team. Duties to include preparation and serving food to students, staff and visitors, cleaning of the kitchen and dining hall ensuring that at all times, all aspects of relevant legislation are complied with.

The role will be working at Court Fields School and Rockwell Green Primary School but may be required to support at any of the schools supplied by Court Fields School production kitchen.

CV's are not accepted, please complete the application form in full.

Closing date: 9am Monday 23rd September

Interview date: w/c Monday 23rd September

INTERVIEWS MAY BE CARRIED OUT BEFORE THE CLOSING DATE SO EARLY APPLICATION IS ADVISED.

The Blackdown Education Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.

Job Description

Job Title:	Catering Assistant
Reports to:	Head of Kitchen
Grade:	17, FTE £22,336 (pay award pending) £11.59 per hour (actual salary £8,069)
Hours:	16 hours per week, term time only (38 weeks)

Main Purpose of Job:

Performs a variety of manual tasks associated with food production and service in the catering unit. Complies with all appropriate legal requirements. The role will be working at Court Fields School and Rockwell Green Primary School but may be required to support at any of the schools supplied by Court Fields School production kitchen.

Role:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Main Responsibilities and Duties:

Food Production

- To assist as directed with all aspects of basic food production. Cleaning and clearing of food production areas.

Food Service

- Prepares counters and dining areas for service.
- Preparation and setting out of condiments.
- Service of hot and cold food and beverages.
- Ensures sufficient food supplies throughout the service period.
- Clearing and cleaning counters of debris during service.
- Clearing and cleaning of counters and service equipment after service.
- Clearing and cleaning of tables.

Cleaning/Washing up

- Cleaning down after service.
- Washing up of crockery, cutlery, glass wear, utensils etc, as required – either via automatic dishwasher or hand sinks.
- To maintain a high standard of hygiene and safety within the workplace.
- To undertake all aspects in the cleaning of equipment – in accordance with the Cleaning Schedule and to sign off when the task is complete.

Customer Service

- Greet all customers helpfully and courteously.
- Provide customers with information about products.
- To report any customer complaints or compliments to the manager.

May be required to:

- Operate a cashless till system.
- Keep limited records (e.g. counter checks and stock sheets).
- Clean and fill vending machines and fridges.
- Assist with the preparation and service at special functions.

Physical Effort and Working Conditions:

Works in a busy kitchen environment involving lifting, moving and carrying catering equipment and hot and cold food. Cooking and serving food.

Contacts and Relationships:

Frequent contact with customers, i.e. students, staff and visitors to the school, providing friendly and efficient customer service.

Knowledge, Skills and Experience:

- Basic Food Hygiene Certificate and a knowledge of allergens but full training will be given.
- Experience of working to deadlines and managing priorities.
- Experience of working as part of an efficient team.

This job description is current at the date shown but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

The closing date for applications is 9am Monday 23rd September 2024

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We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools



UFFCULME PRIMARY SCHOOL



BELIEF IN EVERY CHILD



LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



