

# Desford Community Primary School



Desford Community Primary School, Kirby Road, Desford, Leicestershire, LE9 9JH



In partnership with



University of  
**Leicester**



**Catering Assistant Candidate Information Pack**

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# Welcome to our school...



On behalf of Desford Community Primary School, thank you for your interest in applying for the Catering Assistant role at our school. The successful candidate will be required to commence employment as soon as possible.

We have put together this pack to give you some key information about our school and priorities, as well as to provide the job description and person specification. We hope that after reading it you will be inspired to apply for the role.

Desford is a happy, friendly and hard-working school with a dedicated team of staff. Our pupils behave well, are keen to learn and they take great pride in respecting our school and wider village community. This is an exciting time to be joining our school. We have joined the LIFE Multi-Academy Trust and have a recently established leadership structure with an energy for driving change and improvement. We are looking for suitable candidates who can contribute further to this.

I look forward to meeting you soon,

Colin Wilson  
Head Teacher



## Our Location

The village of Desford is situated 7 miles west of Leicester. Our school serves not only Desford but also the surrounding villages of Peckleton, Kirkby Mallory and Botcheston. There are a number of large employers on the periphery of the village including Caterpillar, Neovia and Crown Crest. The village is fortunate to have a wide variety of community run facilities and groups including a library, sports centre, scout groups, tennis and football clubs and a secondary school with a swimming pool open to the public. There is a strong community spirit in the village. Parents particularly value the links the school has developed with the wider community. Friends of Desford Community Primary School (FODCPS) is also very active in raising funds for the school.

There has been significant recent house building in Desford and further potential developments are in the planning pipeline. Pupil numbers have increased significantly in the last 5 years and the school now has just under 400 pupils. This rapid expansion has been successfully managed.

## Our School Premises

As a result of the growth in pupil numbers, the school gained a new exceptional purpose-built 60-place Foundation Stage unit for Reception children which opened in September 2015 and a two classroom Upper Junior unit which opened in May 2018. During the summer of 2019, we built an attractive new library that provides a calm environment for enjoying and promoting a love of reading. We currently have 14 classes, 2 in each year group.

The premises are modern and well maintained. Classrooms are spacious and well equipped. The grounds of the school are attractive and there are two playgrounds, as well as a regional award-winning community garden. The large playing field easily accommodates football and rounders pitches, plus a running track and wildlife areas. There is also planning permission in place for building a MUGA (Multi Use Games Area) in future, partially funded by FODCPS.



## Our Staffing Structure

Our Senior Leadership Team consists of a **Head Teacher**, **1 Deputy Headteacher**, **2 Assistant Heads** and **1 Phase Lead**. Core subject leads also attend SLT on occasions, as do other staff depending upon the school focus at that time.

Currently there are **19 teachers** (both full and part-time), including the leadership team. We have **26 members of support staff** working across the school.

We also employ a full-time office manager, two part-time office assistants, site manager, two head cooks, six midday supervisors and a small team of cleaners plus staff for our popular Extra Time Club.

## Our Pupils

Pupils at Desford Primary enjoy school and their standards of behaviour is high. Our latest Ofsted report noted that *“pupils are proud of their school and they show respect and consideration for each other and their teachers.*

*Relationships are very strong”*,

*“Pupils have very positive attitudes to learning” and “They conduct themselves impeccably around the school and in classrooms where they concentrate, apply themselves to their work and confidently offer contributions to class discussions”.*



### Pupil Statistics – September 2023

Category	Number	Percentage
Pupils eligible for Free School Meals	37	9.64%
Pupils eligible for Pupil Premium	47	12.24%
Pupils with EAL	12	3.13%
Pupils with SEN	45	11.72%
Pupils with an EHCP	11	2.86%



## Our Parent Community

Governors recently conducted a parent survey that was answered by 194 parents/carers. From this we know that parents feel the following to be particular strengths of the school:

- The caring, nurturing relationships staff have with pupils
- Happy children/their children enjoy going to school
- The welcoming, friendly atmosphere, approachable staff

As stated in their report, many parents told Ofsted “how pupils flourish both academically and holistically” at the school. We are very proud of the links we have with parents and how well they support and contribute to our school community that goes from strength to strength.

## Our Wider Links

A further theme of our survey results was how much parents value the links the school has with the wider community. These include strong relationships with the local churches, pre-school providers and community groups such as Desford in Bloom. The school has a very active fund-raising group in the Friends of Desford Community Primary School (FODCPS).



# Our Culture, Values and Development Priorities

Central to everything that we do at Desford is our school rule ***Be Kind to Yourself, Others and the Environment.*** This principle forms the spine of our school values and ethos that have been developed in collaboration with all pupils and staff, whilst also driving the core values of our school curriculum. It also links closely with the promotion of the British Values, something that we believe are crucial for promoting an understanding of equality, diversity and the importance of respecting the values and beliefs of others.



## Love Reading

We believe that fostering a love of reading is crucial for children to be able to access all areas of the curriculum whilst also helping them to develop the knowledge, skills and confidence they need for the next stage of their education and in later life. Children at Desford show an enthusiasm for and a love of all sorts of reading. We are very proud of this and we want to develop this positive energy further and use it as a spark for securing a long-term love of learning for all pupils.

## Physical Activity, Health and Wellbeing

The importance of sport, physical activity and engendering a self-awareness and appreciation of mental health and wellbeing is something we place a high emphasis on at Desford. For the past three years we have been involved with the [www.rethinkyourmind.co.uk](http://www.rethinkyourmind.co.uk) national initiative for empowering wellbeing through creative expression and mindful practice. The '*feel better when*' theme celebrates and encourages individual choice of activities that make you feel good. This is something we actively promote in our curriculum and our extra-curricular activities. Throughout the school year, all children take part in Forest School sessions in our newly developed forest area. We are also in the process of developing an allotment area to grow our own vegetables!

Many of our pupils learn to play a musical Instrument and we believe in giving these children the opportunity to perform and showcase their talents whilst also encouraging all children to develop an appreciation for this and other activities that make them feel good about themselves.



We have excellent foundations on which to build further enhancements to our curriculum in terms of wellbeing. This is something that we want all staff and children to contribute to so that it is ensuring our children develop into independent and confident citizens.



## Inclusion and the Pupil Premium

Our Inclusion philosophy encapsulates valuing each child as an individual, as well as part of a wider community. Unlocking potential and facilitating personal progress is at the forefront of all that we do. We believe that if children's barriers to learning are broken down then they will be better prepared for future life and achieve greater progress in all areas.



Our SEND and Pupil Premium provision is entering a period of remodelling in order to ensure further enhancements to this provision. Pupil Premium provides us with additional funding for disadvantaged pupils to ensure they benefit from the same educational opportunities as all other children. In most cases the Pupil Premium is passed directly to schools and is clearly identifiable.

It is for schools to decide how the Pupil Premium allocated to each pupil is spent, and we are currently exploring new and innovative ways of doing this that further enhance the support in the classroom and access to opportunities for all children at our school.

## Our Environment and the Importance of Community

Ensuring that all of our pupils grow up in a school and community that places a high level of importance on caring for our environment, is core to much of what we do and something that we want to further embed in our developing curriculum. A fantastic group of parent volunteers run a gardening club and community garden at the front of the school, with plans to develop an allotment plot to teach the children about the importance of sustainability already underway. Previously, children and parents have planted over 200 trees across the school grounds for our current pupils to nurture and grow for the benefit of our future generations.

Pupils at Desford experience many other examples of being kind to themselves, others and the environment. The Sports Relief mile, Halloween Harvest Soup Giveaway, Bonnie the Reading Dog and many more examples help to foster an appreciation of community spirit and what it means to be a good citizen. We are incredibly proud of all that our pupils, families and staff contribute towards this.





## Anti-Racism Pledge

This Anti-Racist Pledge aims to send a clear and consistent message that racism will not be tolerated at Desford Community Primary School. This year, we will be marking Stephen Lawrence Day in April. Within the week, we will be focussing on this year's theme – Hopeful Futures. More information about the Stephen Lawrence research centre can be found [here](#).

# OUR ANTI-RACISM PLEDGE

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**BLACK  
LIVES  
MATTER**

Commitment to anti-racism and the goals and focus of the BLM movement.



Audit school practices and policies which include Equality Impact Assessments.



Display clear information on how to report racist incidents.



Teach children about racism, migrations, Empire and colonisation.



Racial literacy training for all staff and governors.



## What our parents say...

Here are some direct quotes from our most recent parent survey on the school's strengths:

It's a small village school with a fantastic lead and teaching staff, which filters down to the enthusiasm of the learner. My daughter and son always love the Teachers and Support staff that they are with and this I think helps with their learning experience.

Each child treated as an individual in both setting their learning target and from an emotional/pastoral care perspective

Nurturing environment, strong teaching staff, good experiences

Lots of sporting competitions, fun activities which facilitate learning, especially in English and Maths; a good system for behaviour management

It's a school at the heart of the community that has good relationship with parents. Dedicated staff who do brilliant work in school and outside of school hours, with sports clubs etc. And excellent extra time clubs available.

Excellent teaching staff that are very supportive

The family and community atmosphere which ensures my child is happy to come to school.

Outcomes for pupils; providing a range of experiences and opportunities to develop children's all round learning sense of community

Great teachers including lots of positive male role models Enjoyable atmosphere to learn in Quality of opportunities in sport and music Strong leadership

There is a real sense of community and caring, the relationship between staff and student appears warm and I am especially pleased to see a real respect and supporting attitude towards students. I feel that there is a real sense of fun and that learning should be interesting and enjoyable. I like that the majority of homework is digital which encourages my children to want to complete it.



## What Ofsted say...

You have established a clear vision for the school, building on previous successes and strengthening the school still further.

Pupils are proud of their school and they show respect and consideration for each other, and their teachers

There is an all-pervasive caring ethos.

Relationships are very strong.

Pupils have very positive attitudes to learning. They collaborate and work well together.

You have focused on the most important skills pupils need in reading, writing and mathematics to accelerate progress and raise attainment.

Pupils conduct themselves impeccably around the school and in classrooms where they concentrate, apply themselves to their work and confidently offer contributions to class discussions.

Teachers plan lessons that engage pupils effectively.

You place clear emphasis on pupils' spiritual, moral, social and cultural development, which is strong.

Standards are improving across the school.

The quality of writing is high across the school.

The school has a strong culture of safeguarding.

Everyone is committed to further improving the outcomes for pupils.

You have raised teachers' expectations of what pupils can achieve and for the large majority of pupils' attainment and progress are improving across the school.

# Desford Community Primary School

## Job Description



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)	Grade 4, point 6 Term time, 38 weeks plus 5 days in holidays <b>Vacancy 1</b> Permanent – 15 hours per week (£22,932 F.T.E, actual Salary £7,956.83) <b>Vacancy 2</b> Permanent – 12.5 hours per week (£22,932 F.T.E, actual Salary £6,630.69)
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> </ul>



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|  | <ul style="list-style-type: none"><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><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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# Desford Community Primary School

## 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.	✓	



<p><b>General Circumstances</b></p> <p>A flexible approach to working, an ability and willingness to travel to various locations.</p> <p>An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to work and day-to-day situations.</p> <p>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></p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Factors not already covered</b></p> <p><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></p>	<p>✓</p>	

## How to Apply

The application form is available from the school office. To apply, please forward your completed application form, together with a covering letter, outlining your suitability for the role and demonstrating how you satisfy the qualifications and experience detailed within the person specification.

Please send your completed application form to the school office by **3:00pm on Friday 13<sup>th</sup> September 2024.**

Further details will be sent to shortlisted candidates ahead of the interview.

“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.”

This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS and Barred List check and other relevant checks with statutory bodies.

Thank you for taking the time to read about our school. We are very much looking forward to meeting you and hearing about how your own philosophy for education fits in with the journey that we are stepping out on.

Kind regards,



Colin Wilson  
Head Teacher

