



# FIVE ACRES HIGH SCHOOL

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RECRUITMENT PACK



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Five Acres High School,  
Beech Avenue,  
Coleford,  
Gloucestershire GL16 7QW

Telephone: 01594 832263

Email: [admin@5acreshighschool.co.uk](mailto:admin@5acreshighschool.co.uk)



Dear candidate

Thank you for your interest in the role of **Catering Assistant on a part time contract** at **Five Acres High School**. We are looking for a committed individual who is passionate about education and invested in supporting our students to be as successful as possible. This is an excellent opportunity to join a successful forward-looking school set in a dynamic community and our world class school quality mark and school of character kitemark plus show this. This is a school that will give you an opportunity to demonstrate you are remarkable.

Five Acres High School is one of the top 3.5% of schools nationally for progress and sits within the top 100 schools nationally in The Fairer Index list. It is also a designated lead setting for the RISE Attendance and Behaviour Support Programme. This is a school that will give you an opportunity to demonstrate you are remarkable and give you the best chance of success. Our values are ambition, confidence, creativity, determination and respect; we pride ourselves on ensuring students work towards our mission which is to encourage students to 'Aim High, Work Hard and Be Kind'.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Five Acres High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Dawn Pearse, [dpearse@5acreshighschool.co.uk](mailto:dpearse@5acreshighschool.co.uk).

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Phelps', enclosed in a light grey rectangular box.

Simon Phelps, Headteacher

## **ABOUT OUR SCHOOL**

At Five Acres High School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Five Acres a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Our school maintains high expectations, with a strong focus on staff development and strong behavioural expectations and routines embedded within the school. This allows teachers to focus on planning and delivering excellent lessons which enable all students to make progress and feel successful. Our school is focused on enabling students to develop into well-rounded young adults who are instilled with the school's core values of ambition, determination, respect, creativity and confidence. We are able to achieve this through our Character Education programme as well as our embedded practices such as our reading programme and knowledge rich curriculum.

### **Ambition**

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

### **Excellence**

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

### **Pride**

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

### **Department/team information**

The Catering Department consists of a Catering Manager, Assistant Catering Manager and four Catering Assistants who all have different working hours to enable us to cover breakfast, morning break, lunch and two after school services.

We are not a contract catering kitchen, our department is run in house and we are supported on a regular basis by a Regional Catering Manager from Greenshaw Learning Trust shared services.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with support pay scale, point 03, £24,796 per annum (£11,879.97 per annum pro-rated).

## HOURS OF WORK

You will work 20 hours per week between 10am and 2pm, Monday to Friday. This is a term time contract for 38 weeks per year plus 1 week (5 days) of inset days throughout the year. Your paid factor of working weeks will be 44.967.

## PLACE OF WORK

Five Acres High School, Beech Avenue, Coleford, Gloucestershire GL16 7QW.

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Catering Assistant
<b>Responsible to:</b>	Catering Manager
<b>Responsible for:</b>	N/A

## ROLE OVERVIEW

To work as part of a team in the school's catering facilities and assist in preparation and service of meals under instruction from the catering supervisor.

## MAIN DUTIES AND RESPONSIBILITIES

- General duties in kitchen, canteen, the hub, and the 10 block.
- Assist in the preparation and cooking of school meals.
- Assist with the service presentation of food and beverages. This will include use of the till system (full training will be provided)
- Assist with the cleaning of kitchen equipment and catering areas.
- Attend training courses and meetings as required.
- Ensure hygiene and health and safety standards are met at all times.
- Responsible for securing the kitchen at the end of shift

## ADDITIONAL RESPONSIBILITIES

- You may be required to carry out additional duties, as the Catering Manager may reasonably request from time to time.
- Play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Other duties may be reasonably allocated by your line manager or Headteacher.

## **STAFF DEVELOPMENT**

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development where applicable.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
A good relevant education to GCSE level	x	
Good numeracy and literacy skills	x	
A food hygiene qualification (Training will be arranged if required).	x	
A willingness to train for a level 3 first aid in the workplace qualification		x
A willingness to undertake training as required	x	
<b>Skills and experience</b>		
Experience of working in a busy school kitchen is desirable but not essential	x	
Experience of taking direction whilst under pressure.	x	
Experience of working with stock levels	x	
Basic knowledge of Health and Safety guidelines	x	
Ability to work on own initiative and as part of a team	x	
Excellent Communicator	x	
Willingness to work with young people	x	
Willingness to work flexible hours including some evening work if required (notice will be given) to support on site events	x	
<b>Personal attributes</b>		
Have a willingness to extend skills through appropriate training and CPD	x	
Commitment to working within the School's Safeguarding Policy	x	
A willingness to become involved in all aspects of school life	x	
High levels of professional integrity, energy and enthusiasm	x	
Commitment to high standards and expectations	x	
An ability to quickly adapt to changes	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

**Applications must be received no later than 11.59pm on 11 March 2026.** Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

**Interviews will take place Wednesday 18 March 2026.** Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

**The successful applicant will take up post as soon as possible following the completion of all safer recruitment checks.**



## GREENSHAW LEARNING TRUST



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