

Role Title: Catering Assistant
Reporting to: Vice Principal
Responsible for: n/a

Our Values:

- **Teamwork**

We recognise that when we work together effectively we are stronger and more consistent.

- **Empathy**

Consider the consequences of my decisions, large and small on those around me.

- **Inclusivity**

Everybody is treated fairly and equally no one is marginalised or left behind.

- **Respect**

We will ensure that we have due regard for the feelings, wishes, or rights of others in every action we take.

- **Positive**

It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

We believe that the values that we embody in Wave empower young people to succeed, these are the values we are looking for when we seek new staff.

Main duties and responsibilities

The catering assistant will be responsible for working to support the cook in the following ways:

- Assist chefs with food preparation, including chopping, slicing, and measuring ingredients.
- Maintain cleanliness and organisation of the kitchen, including washing dishes and utensils.
- Help with the setup and breakdown of kitchen stations during meal service. Ensure all tables are put out for meal service, cleaned and put away at the end of service where applicable.
- Ensure that all food safety standards are adhered to, including proper storage and handling of ingredients.

- Collaborate with team members and all Educatering staff to ensure efficient kitchen operations.

Organisation

- Set up and put away the tables, chairs and other equipment needed for eating in the lunch area
- Manage pupils' entrance and exit from the lunch area in an orderly manner
- Clean up food and water spillages

Safeguarding

- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members
- Understand their role in order to be able to work collaboratively
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues
- Establishing constructive relationships and communicating with other agencies & professionals

Trust-wide organisation, strategy and development

- Contribute to the development, implementation and evaluation of the Trust's Five Year Plan, policies, practices and procedures, so as to support the Trust's values and vision

Health and safety

- For lone working, ensure that you have read the appropriate policy
- Keep yourself safe
- Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety At Work Act, ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with your line manager, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from your line manager
- Take part in the Trust's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside Wave
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate Wave's Values, to develop and sustain effective relationships with the education community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks carry out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by the Principal, SLT or line manager.

Wave Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Experience working with Children	• Experience in SEN. Knowledge and understanding of children with behavioural challenges
Education and Training	•	• Further qualification relevant to post • Certificate in Food Hygiene Level 3

Special Knowledge and Skills	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults. • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations. • Knowledge of guidance and requirements around safeguarding children	
Personal Qualities	• Enjoyment of working with children • Sensitivity and understanding help build good relationships with pupils. • Strong team player	
Any Additional Factors	• Regular access to a car. • Current driving licence. • Motor insurance certificate with Business use.	