



Horbury Bridge CE J&I Academy
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APPLICATION PACK

Welcome

Thank you for responding to our advertisement for the Catering Assistant post within our school. Visits to the academy are highly recommended!

We are looking for a confident, organised, highly motivated and flexible individual to join our team. The role includes:

- Working closely with our Catering Supervisor and Kirklees Catering, to plan, prepare, cook and present up to 130 main meals and sweet items in our kitchen. It is essential that meals are presented to the highest standards and delivery deadlines are achieved.

Your communication skills will enable you to build a friendly and professional relationship with staff, pupils and parents. The successful candidate will be enthusiastic, flexible, be able to work well as a team, as well as having a good sense of humour.

This pack has been designed to help you with the application process. If you would like to visit the School to learn more, we are happy for you to contact us. Please contact us on 01924 302800 or rdenton@horburybridgeacademy.co.uk

At Horbury Bridge Academy we are committed to the safeguarding of our whole community. As such, anyone appointed to the role will be subject to rigorous pre-employment checks.

Letter from the Headteacher

Dear Applicant

It is with great excitement and huge sense of pride that I am writing this letter as the Head Teacher of Horbury Bridge CE Academy.

My aspiration for the school is simple. I want us to deliver a world-class curriculum that provides our pupils with academic rigour, a holistic approach to health and wellbeing and exciting life-defining experiences, all in equal measure. But it involves us all - relationships are everything!

In order to achieve what seems like a simple aspiration in concept, the key is that everyone knows what is expected of them - the piece of the jigsaw that they hold. Whether this be our youngest pupils in Foundation Stage, to our Governing Body; from our administration team to our teachers; from our parents to our lunchtime and cleaning teams - everyone has a part to play! The current vacancy of Catering Assistant is a perfect opportunity for you to join our team at the start of a new and exciting chapter.

Many thanks for taking the time to read this letter and I look forward to (hopefully!) hearing from you soon.

Kind Regards

Mr R Tuddenham

Headteacher

Our Vision

'Living by our Christian Values: Together in Faith, Hope and Love'

Rooted in Christian values, we take inspiration from our heritage in the words of the Rev'd Sabine Baring Gould, curate of Horbury Bridge who in 1864, wrote the hymn, 'Onward Christian Soldiers'.

This was written specifically for the children of Horbury Bridge with the intention to feed their spirit and give them the determination to march in the name of God to their mother church in Horbury.

It is based on several Bible verses, including 1 Corinthians 13:13, referring to the importance of being united in faith, hope and love ("We are not divided, all one body we, one in hope and doctrine, one in charity") and Ephesians 6:13-18, referring to the importance of living by Christian values (the armour of God: truth, righteousness, peace, faith, prayer).

It reflects a continuing commitment to our role within the local community and parish, our ethos that we are all a unique and valued part of one family of God and our belief in the importance of working together to make a difference in the world.

This vision statement evolved from the work of Year 6 who looked at our unique heritage and the significance of the hymn verses. They decided it reflects the kind of school we are today and their experience of being a pupil here. They wrote letters to the Headteacher and Governors and visited each class and the church community to explain their ideas and collect their views.

Our Curriculum

Within and beyond the National Curriculum framework, our approach to the curriculum is to:

- Support the development of personal values and morality, rooted in Christian teaching
- Acknowledge individuality, responding to children's interests, aptitudes and differences
- Support the development of positive attitudes to learning
- Provide rich life experiences which are exciting and memorable
- Make explicit the relevance of each subject to our lives and to current issues
- Give a realistic and balanced picture of the world we live in
- Enrich and deepen learning
- Make explicit links and connections across subjects
- Reflect the school's context

Letter from Father Christopher

When you step through the doors of Horbury Bridge Academy, you are greeted by a staff and student body which lives its Christian vision.

This vision belonged originally to Canon John Sharp, who was vicar of Horbury for much of the nineteenth century. He oversaw the Victorian expansion of the parish, which included the planting of two daughter churches, two schools, and the foundation of the Community of St Peter, a female Anglican religious order which survives to this day. His famous curate was Sabine Baring-Gould, who was despatched from the Vicarage at St Peter's to Horbury Bridge to begin a church and school in the settlement which was growing up around the Calder and Hebble Navigation. The relationship between the church and the school has been strong ever since, aided by the sharing of a common site in the middle of the small, local community, which has a strong identity and is proud of its unique heritage.

To encourage the children to attend St Peter's parish church at Whitsun, Baring-Gould composed the hymn 'Onward Christian Soldiers', which gives Horbury Bridge, and its Academy, a distinct place in the history books. This hymn has inspired those at the school from those early days, ultimately laying the ground for our recently-revised distinctive Christian vision, which incorporates lyrics from the second verse – 'one in hope and doctrine, one in charity'. These words are adapted from I Corinthians 13.13 ('So now faith, hope, and love abide, these three; but the greatest of these is love'), and express the virtues and values which permeate life, study and worship here.

Our recent SIAMS inspection found Horbury Bridge to be an 'excellent church academy' where this vision, articulated by the children as 'Living by our Christian Values: Together in Faith, Hope and Love', 'embraces the academy's proud heritage and has a transformational impact upon all decisions'. This translates into our common desire to see every child flourish in a holistic way: body, mind and spirit.

The relationship between church and school is key to making the vision a reality, and we are proud to be able to work closely together in governance, delivering collective worship and religious education, and practically, in support of one another, and together in support of the wider community. The relationship is organic and natural, flexible and mutually-enriching, and its strength is testimony to a partnership of hearts and minds.

The church community and I look forward to working with new staff, who can sustain Horbury Bridge's excellent Christian culture and ethos, as we work in partnership to enrich the lives of our children.

Father Christopher

Job Description

Job Title: Catering Assistant

Responsible to: Catering Supervisor, Head Teacher and Business Manager

Salary: £7599 (£11.59 per hour)

Hours: Monday to Friday 10.45am-1.45pm Term Time Only

Main Duties

- The main purpose of this role is to work closely with our catering provider, Kirklees Catering, to plan, prepare, cook and present up to 130 main meals and sweet items in our kitchen. It is essential that meals are presented to the highest standards and delivery deadlines are achieved.
- The preparation and clearing down of service and dining room areas along with cleaning and washing up duties to ensure high standards of cleanliness.
- Simple food preparation and production; such as salads, potato, vegetable & fruit dishes, sandwiches, paninis along with decorating and presenting home baking; following service recipes and presenting to service standards.
- Following service instructions you will present and serve food in accordance with sound food hygiene and Health & Safety legislation and practices.
- By being aware of the needs of those customers with medical or religious diets you will help to ensure that all customers are appropriately catered for.
- Observing all relevant policies and taking part in training activities to support the development of yourself and the team.
- You will need to be able to work from your own initiative in a fast paced environment and have the ability to work effectively as part of a team; supporting colleagues where appropriate.
- You will follow service policies and procedures at all times, following work rotas to ensure all tasks are completed in a timely manner. For example follow the correct procedure to make a spill safe on the dining room floor.

- Take corrective action in relation to Health & Safety concerns relating to equipment or work environment. For example if a fridge door has been left open, it must be closed. Report all Health and Safety concerns to your line manager immediately.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education 2022) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- You will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Catering Supervisor will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

This job description may be amended at any time in consultation with the postholder.

Person Specification

We need our employees to be driven to achieve the best, to be hard-working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. You must have the skills to plan and deliver a nutritionally balanced meal for up to 130 pupils. You will need to be able to work from your own initiative in a fast-paced environment; supporting colleagues where appropriate. You must have the confidence to lead your team and take positive actions to motivate your team and manage performance. Our customers are at the heart of all we do so you must be able to demonstrate excellent customer care to a diverse range of customers. The right behaviours and attitudes are as important to us as the skills you bring to the job.

E = Essential D = Desirable

Experience of working in a catering environment is beneficial.	D
Effective communication skills to encourage good relationships with children and colleagues.	E
You will be working in food service where a high standard of personal hygiene is of crucial importance.	E
You will need to have the ability to undertake physically demanding tasks required for this role, such as heavy lifting and standing for long periods or work in environments where there can be extremes and changes to temperature, from heat or cold. You will be required to undertake a standard medical screening and any other medical screening as determined by the occupational health unit.	D
Basic Food Hygiene Certificate or ability to attain.	E

Application Process

Candidates are asked to complete all the standard information on the application form and submit a supporting statement, addressing all the criteria in the person specification.

Candidates are advised that when completing the references selection on the application form to please ensure that:

Your first referee is your current or most recent employer

If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide a reference an appropriate character reference

Please explain any gaps in your employment/education history and reasons for these gaps

Candidates must ensure they are able to provide evidence of their right to work and remain in the UK.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company.

Completed applications must be received by Friday 7th June 2024 at 5.00pm.

Interviews will take place on Thursday 13th June 2024

If you have any queries or require any further information, please contact us on 01924 302800 or rdenton@horburybridgeacademy.co.uk

We look forward to receiving your application.



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