

RECRUITMENT PACK

IVANHOE SCHOOL

Catering Assistant



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Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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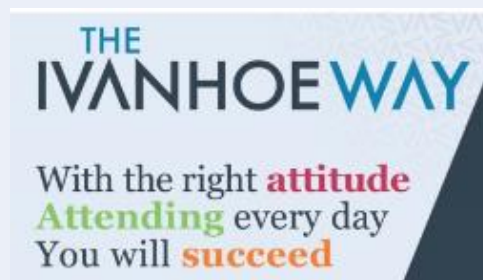
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford
Headteacher



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Catering Assistant

Grade 4, Point 6 (£24,222) FTE

Actual Salary £8404.42

39 weeks per annum, 15 hours per week

We are looking to recruit a Catering Assistant to provide support in the preparation, cooking and serving of food and beverages plus related kitchen, catering and cleaning duties

If you work well in a team and have a flexible attitude, then we will provide you with all the training you need.

Previous catering experience and a food hygiene certificate is desirable, but not essential.

Please contact pnewman@lifemultiacademytrust.org.uk if you require any further information about the school or the role, or if you would like an application pack posting to you

Closing date for applications is 12.00pm, 14th March 2025

Application Process

All our current career opportunities and applications forms can be found at <https://www.eteach.com/careers/ivanhoe-co/>

Safeguarding

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.

We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment. Appointment to this post will be subject to satisfactory pre-employment checks.

Equal Opportunities

Ivanhoe is committed to equal opportunities in our recruitment and selection procedures. We welcome applications from all who meet the essential requirements within the person specification.

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Job Description

Position:	Catering Assistant
Grade:	4 point 6
Responsible to:	Head Cook / Operations Co-ordinator
Salary Range:	FTE £24222 Actual £8404.42
Hours:	39 weeks per annum (term time) 15 hours per week Mon & Tues 9.15 – 1.45pm Wed/Thus/Fri -11.45 – 1.45pm
Job Purpose:	To provide support in the preparation, cooking and serving of food and beverages plus related kitchen / catering / cleaning duties
Perm/Temp:	Permanent

Main Duties & Responsibilities

- To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- To prepare the service area, hot cupboards and other equipment in the production kitchen / dining outlets for the efficient and effective service of the meal.
- To assist in the preparation, cooking and serving of food and beverages as defined by the immediate supervisor or line manager.
- To serve food according to the style and type of operation as defined by the immediate supervisor or line manager.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the production kitchen / dining areas.
- To clean on a daily basis all catering area to standards laid down by Operations Co-ordinator and in line with the Food Safety and Health and Safety Policy.
- To undergo on and off the job training sessions as required both during term and out of term.
- To inform the immediate supervisor or line manager of any defects in light or heavy equipment.
- To inform the immediate supervisor or line manager of any premises not meeting Health & Safety and /or Food Hygiene Regulations Standards.

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- 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.
- To undertake occasional cash handling duties in relation to student sales and ensure accurate processing of student cashless dining accounts.
- To assist in the carrying out of a deep clean of the kitchen/dining room on 3 specified out of term time cleaning days.

Person Specification

	Essential		Desirable	
Qualifications			Basic Food Hygiene Certificate	A
Experience/skills			Previous large scale cooking experience. Operating commercial catering equipment. Reasonable level of numeracy and literacy skills. Experience of cooking in a school environment. Basic knowledge of Food Safety/Health and Safety and Allergens. General knowledge of nutrition.	A/R A A A/R
Qualities	Willingness to undertake training as required. Good rapport with Children and Young People. Ability to work as a member of a team.	I I I	Sensitivity to the needs of colleagues and customers. Must be able to communicate with staff, parents, other customers and colleagues	I I

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	Must have a mature attitude and be reliable.	R		
General	A flexible approach to working, including out-of-hours, and an ability and willingness to travel to various locations	A/I		
	An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to work and day-to-day situations	A/I		

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Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

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References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post