



GREENSHAW
LEARNING TRUST



Catering Assistant Recruitment Pack

**ALWAYS
LEARNING**

Introduction

Dear Candidate

Thank you for your interest in the post of Catering Assistant with Greenshaw Learning Trust, based at Montpelier Primary School.

We are a proud member 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 their 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.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises thirty-six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Montpelier Primary 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.

We are the largest primary school in Plymouth and one of the largest in the South West. Our school family is friendly, innovative and forward thinking. Pupils' learning behaviours are strong and our staff are highly motivated and experienced.

Our school was rated as 'Good' in September 2019 and we are delighted to share that in our recent inspection in November 2024, Ofsted shared that 'Montpelier Primary School has taken effective action to maintain the standards identified at the previous inspection'.

On a personal note, your professional development is important. Whatever stage you are at, we will develop your skills, expertise and knowledge so you can achieve your goals. I hope you will consider this position and to look further at our website, our Facebook page and also watch the video of our school tour. If you would like an informal discussion, then please get in touch by contacting Edward Leonard, Regional Catering Manager by email: eleonard@greenshawlearningtrust.co.uk or Emma Dixey, Catering Manager by email: emmadixey@mpsplymouth.net

Yours sincerely

Mr A West
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by: Catering Manager

Line Management: N/A

Contract: Permanent

Salary: Salary calculated in line with NJC Grade B Pay scale, points 3-4
£24,027 - £24,404 fte, per annum
Actual salary £8195 – £8323 per annum

Hours of Work: 15 hours per week x 38 weeks a year (term-time only)
Normal working hours 11am – 2pm, Monday to Friday

Start Date: As soon as possible

Place of Work: The successful post holder will be based at Montpelier Primary School, North Down Road, Beacon Park, Plymouth, PL2 3HN.

Medical Examination: Appointments are subject to a satisfactory medical report.

Superannuation: 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 or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org/>

Holiday Entitlement: The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

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

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Right to Work Check: This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description – Catering Assistant

Catering Assistants play an important part in the smooth and efficient running of the School Kitchen. The post holder will be expected to work in a flexible way to meet the needs of the School, combining planned and regular tasks with day-to-day needs and emergency responses.

Job Purpose

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

Main Duties / Responsibilities

- General duties in kitchen and dining room
- Assist in the preparation and cooking of school meals
- Assist with the service and presentation of food and beverages
- 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
- Determining any action to be taken arising from shortage of equipment and stock
- Identification of health and safety hazards and other deficiencies in the kitchen
- Cleaning and maintenance duties which may involve dealing with chemicals, sweeping, mopping and lifting heavy items. Manual Handling and duty specific training is provided
- Use of equipment for cleaning and cooking appliances

Other Job Requirements

- You may be required to carry out additional duties, as the Catering Manager / Headteacher may reasonably request from time to time
- There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required
- To be responsible for promoting and safeguarding the welfare of children and young people for those you have responsibility for and for those whom you come into contact with
- To comply with the school's Health & Safety Policy, and undertake risk assessments as appropriate
- To work within the school's Equality and Diversity Policy

General

- To participate in school initiatives where every person is expected to contribute to learner's progress
- To participate in the school's professional learning programme as agreed
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and pupils adhere to school expectations
- Such other duties as may be reasonably allocated by your line manager or Headteacher

Standards

- Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

Personal Development

Participate in a programme of CPD

The duties and responsibilities in this job description are not restrictive and the post holder 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.

Personal 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.

Criteria	Essential	Desirable
Training, Qualifications and Training: In their application, candidates will demonstrate that they have the following training and qualifications:		
	<ul style="list-style-type: none"> • A good standard of literacy and numeracy skills • Willingness to undertake induction and ongoing training 	<ul style="list-style-type: none"> • A food hygiene qualification (Level 2 or equivalent)
Experience and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate:		
	<ul style="list-style-type: none"> • Previous experience of working successfully as part of a team • Previous experience of providing exceptional customer service • Commitment to complying with all relevant regulation and legislation in relation to kitchen management, food preparation and serving including Health and Safety, Food Hygiene, COSHH and HACCP 	<ul style="list-style-type: none"> • Experience of working in a busy kitchen • Experience of catering or a similar role in a school or similar establishment • Experience of working in a school environment or similar establishment • Experience of working with stock levels • Basic knowledge of Health and Safety guidelines
Aptitude and Skills: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:		
	<ul style="list-style-type: none"> • Ability to communicate effectively with colleagues, pupils, parents and other visitors in a professional manner • Ability to work constructively as part of a team, making a positive contribution, whilst building good relationships with colleagues • Ability to show initiative and work under pressure, multi-task and manage time effectively • Ability to work flexibly to support others and respond to unplanned situations 	

Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding in:

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| | <ul style="list-style-type: none">• Able to appropriately deal with confidential information• Desire to enhance and develop skills and knowledge through CPD• Demonstrate a commitment to safeguarding and the highest standards of child protection• Recognition of the importance of personal responsibility for Health and Safety• Commitment to the school's ethos, aims and its whole community | |
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The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired.

In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **11.59pm, Sunday 2nd February 2025**. Applications received after this date and time will not be considered.

We reserve the right to close the vacancy before the closing date.

2. Shortlisting

Shortlisting will be finalised as soon as possible after the closing date. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held as soon as possible after the closing date. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Edward Leonard, Regional Catering Manager by email: eleonard@greenshawlearningtrust.co.uk or Emma Dixey, Catering Manager by email: emmadixey@mpsplymouth.net

7. Safeguarding

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 successful applicant will be subject to an Enhanced DBS and barred list check.