



Application Pack and Job Description

Catering Assistant
Ivy Education Trust



Ivy Education Trust
Teignmouth Community School
Catering Assistant

Full-time (37.5 hours per week, 39 weeks per year)
£12.26 per hour, plus holiday pay

Ivy Education Trust is seeking to appoint a Catering Assistant. The post holder will be supporting all aspects of the catering service including ensuring completion of the preparation, cooking, presentation and service of our nutritious food and beverages to students and staff while complying with food hygiene, Health and Safety and QA procedures in place across the Trust's catering operation.

The role will be primarily based out of the main production kitchen at Teignmouth Community School, but there will be a need to support the catering operation across other schools as needed.

The successful candidate will:

- Have previous experience in a catering, restaurant or school setting
- Be friendly and polite with a passion for customer service
- Be capable of working to deadlines in a busy environment
- Have strong attention to detail and cleanliness

Please see the job description and person specification for further details regarding this post.

The Ivy Education Trust works closely with all schools within our Trust and beyond. We celebrate the diversity of each of our schools, founded on our shared vision and values that we all hold, to secure the best outcomes for our pupils.

The Ivy Education Trust is committed to providing a broad, balanced and ambitious curriculum in all our schools, so all children and young people develop the character and qualifications needed to open doors to their future success. A strong focus on developing and providing inspirational teaching and leadership in all schools, through school-to-school improvement, ensures outstanding progress and educational enjoyment for all members of the partnership's community.

The unique character of each school is celebrated and nurtured to ensure choice and variety in educational provision. The Trust is determined that all children should be able to attend a good or better school regardless of where they live.

Our mission is to improve life chances for every child and young person we serve, through broadening their opportunities and enabling them to reach their full potential. We support and all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible. If you share these visions and aspirations, then we very much welcome your application for this post.

If you share these aspirations, then we very much welcome your application for this post. For an informal discussion please contact Ross Gilbert, Trust Catering Manager (Ross.Gilbert@ivyeducationtrust.co.uk) or Jonathan Lasker, Director of Operations (Jonathan.Lasker@ivyeducationtrust.co.uk).

Application forms and further information are available from our website, www.ivyeducationtrust.co.uk or via email to recruitment@ivyeducationtrust.co.uk.

Completed application forms should be sent to recruitment@ivyeducationtrust.co.uk before the closing date stated below.

Closing date for applications is **Monday 11th November at 09:00**. Interviews will be arranged once applications have been reviewed.

Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.

Job Description

Post Title:	Catering Assistant
Location:	Base location – Teignmouth Community School (TQ14 9HZ), other sites as required.
Working Hours:	37.5 hours per week, 07:00 – 15:00 Monday - Friday (including a 30-minute unpaid break). Start and finish hours are variable depending on business need, 39 weeks per annum
Salary Grade:	Scale 1, Point 2 (Full Time Equivalent £23,656 p.a. pro rata)
Contract Type:	Permanent – Immediate start
Responsible to:	Trust Catering Manager

Role Description

To assist with all aspects of the catering operation to ensure the smooth running of our kitchen, maintain cleanliness, and support the catering manager to ensure the highest possible standards are achieved.

Responsibilities include:

- To ensure all aspects of relevant legislation are complied with, in relation to the health and safety at work and food safety.
- Assist the catering manager and assistant catering manager in the preparation, cooking and service of food to customers.
- To assist in the provision of catering for special functions, outside normal working hours/holidays as requested.
- All kitchen and dining room cleaning duties as per the rota.
- To ensure all food is at the correct temperature and standard before serving.
- To undertake additional duties during periods of sickness or planned holiday.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Comply with school security arrangement i.e. securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with health, safety & welfare.
- Promote the health, welfare and emotional well-being of all students.
- Promote equality of opportunity for all students and staff.

Other Duties

- All staff must commit to equal opportunities and anti-discriminatory practice.
- The Trust operates a smoke-free policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.

- To support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- To conduct oneself in a manner always befitting a member of staff, ensuring behaviours display positivity to others.
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the Trust.
- To follow the Trust's ICT policy for safe use of ICT.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced-DBS.
- To place the safeguarding of all children in the Trust as the highest priority.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the codes of conduct, regulations and policies of the Trust and its commitment to equal opportunities.
- To comply with the Trust's health & safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by line manager.
- To undertake any other duties as deemed appropriate.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.

This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Person Specification

Criteria	Essential	Desirable
Qualifications		
Good general education	✓	
Full UK driving licence	✓	
Catering NVQ qualification		✓
First aid training, or willingness to undergo training		✓
Professional Experience and Knowledge		
Catering and food production	✓	
Knowledge of Health and Safety relating to machinery and equipment		✓
Good presentation skills		✓
Ability to relate well to children and adults		✓
Working in a large and diverse organisation		✓
Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications		✓
Personal Aptitudes, Qualities and Skills		
Excellent standard of verbal and written communication, able to convey advice clearly and concisely	✓	
Good organisational skills to effectively support the day-to-day operations	✓	
Confidence and excellent inter-personal skills	✓	
Ability to work under pressure	✓	
A team-based approach to work	✓	
Be able to maintain confidentiality within role	✓	
Good time keeping	✓	
A good eye for cleaning	✓	
Demonstrate an ability to problem solve and provide solutions to key issues		✓
Specific Requirements		
Suitability to work with children	✓	

Criteria	Essential	Desirable
A commitment to and evidence of promoting diversity and equal opportunities within a school, curriculum and in employment practice	✓	
Demonstrate the importance of work life balance and personal well-being	✓	
Flexible and adaptive	✓	
Self-motivated and enthusiastic	✓	
Sense of humour / positive attitude	✓	
Patient, tolerant and understanding	✓	

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