



GREENSHAW
LEARNING TRUST



Catering Assistant Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Catering Assistant Lead at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

We are proud members 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 our 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.

As one of the highest performing multi-academy trusts in the country, we currently comprise of 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.

Brakenhale 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.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by completing this form on our website: <https://brakenhale.co.uk/contact-us/form>. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



Camilla Douglas
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive 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 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
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- My Health discounts

Terms and Conditions

Line Managed by:	Catering Manager
Line Management:	N/A
Contract:	Permanent
Salary:	<p>Salary calculated in line with support pay scale, points K 2 – 3, £24362 - £24,733 FTE (£13,561.26-£13767.78 actual)</p> <p>(starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)</p>
Hours of Work:	<p>Part time, 24 hours per week, Term time plus 4 days.</p> <p>Monday 09:00-15:30 Tuesday 10:30-16:30 Wednesday 10:30-16:30 Thursday 10:30-16:30</p>
Place of Work:	Rectory Lane, Bracknell, Berkshire, RG12 2BA
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	<p>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 (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org</p>
Holiday Entitlement:	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
Probation 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:	<p>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</p>

Job Description

This role is based at Brakenhale School but will also be required to travel to other schools in the South East area or kitchen hub model.

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

Key Responsibilities and Duties

- 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.
- Ensure food portioning and counting for outside kitchens are accurate (Only applicable for Hub Kitchen models).
- Ensure food transportation is carried out according to the distribution HACCP procedures which includes food temperature control, van loading, and food transportation. (Only applicable for Hub Kitchen models)
- Ensure when finish serving the meals in the outside schools the cleaning tasks are carried out according to cleaning procedures (Only applicable for Hub Kitchen models).

General

- To participate in school initiatives where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programmed 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, pupils and students adhere to school expectations.
- Such other duties as may be reasonably allocated by your line manager or Headteacher.
- To play a full part in promoting healthy eating as part of the Food for Life scheme and Green Kitchen scheme.

Job Context

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 response

Problems and Decision Making

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.

Supervision and Work Planning

General supervision will be provided by the Senior Catering Manager or Hub Catering Manager. However, the postholder will be required to work without direct supervision.

Working Environment

Cleaning and maintenance duties may involve dealing chemicals, sweeping, mopping and lifting heavy items. Manual Handling and duty specific training is provided.

Equipment

Use of kitchen cleaning and cooking appliances.

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Special Notes on Conditions

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person 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.

Qualifications	Essential	Desirable
City & Guilds 706 1 & 2 or equivalent		X
Level 2 Food hygiene & safety or equivalent		X
Intermediate Certificate in Nutrition & Health		X
Diploma in Food Hygiene & Safety or equivalent		X
Diploma in Nutrition & Health or equivalent		X
Driving Licence	X	
Experience and Knowledge	Essential	Desirable
Experience of catering within a school is an advantage.	X	
Sound knowledge of HACCP & COSHH		X
Knowledge of food intolerances, specific diet regimes and allergies is essential.	X	
Proven experience of catering for large numbers.		X
Proven track record/experience of working with fresh food.		X
Skills and Abilities	Essential	Desirable
A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied.		X
Display a creative and confident approach to his or her cooking.		X
Ability to thrive in a pressure-cooker, high-volume environment.	X	
An ability to react quickly to changing priorities	X	
To drive the school meal van in a responsible manner and competent manner, ensuring safety of road users, member if the public and yourself at all times (Hub Kitchen Model)	X	
Personal	Essential	Desirable
A person who is able to organise, motivate colleagues in a large	X	

team so that they succeed.		
A passion and desire to drive things forward.	X	
The confidence to take risks and do things differently	X	
Commitment to working within the School's Safeguarding Policy and Procedures.	X	
Commitment to high standards and expectations.	X	
High levels of professional integrity	X	
Flexibility to undertake any role within the department.	X	

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. The recruitment process is managed via your online account. The completed online application form should be accompanied by a personal statement of suitability of no more than two sides of A4. In the application form and personal statement, 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 **7th July 2025**. We reserve the right to interview and close the post early if the right applicant is found.

2. Shortlisting

Shortlisted candidates will be invited by email and/or telephone to attend for an interview soon after application. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interview

Interviews will be held as soon as possible.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

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

6. Take up post

The successful candidate will take up the post in as soon as possible.