



WOODCHURCH HIGH SCHOOL

A Church of England Academy



Catering Assistant

Application Pack



Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven.

Matthew 5:16



God be
merciful to us
and bless us:
and cause his
face to shine
upon us.
Psalm 67:1

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www.woodchurchhigh.com

LETTER FROM THE HEADTEACHER

Dear Candidate,

I am delighted that you have expressed an interest in working at Woodchurch High School. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

We are seeking to appoint a Catering Assistant to join our dedicated Catering Team at Woodchurch High School. The successful candidate will need to demonstrate commitment, flexibility and be a positive role model within the Catering Team. They will also model and promote our Christian values.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. Our vision is 'Let your light so shine before others, that they may see your good deeds and glorify our Father, which is in heaven', Matthew 5:16. Whilst Learning, we are Inspired and develop our Christian Values through experiences as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful teachers and young people.

The Academy is committed to safeguarding the welfare of its pupils and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate check, checks of the relevant barred/prohibition lists, on line checks and also a right to work check. This pack is intended to provide you with specific information regarding the position and how you will help support pupils and staff within the Academy.

Please submit the relevant application form, which can be downloaded from the Academy website along with a letter of application of not more than two A4 sides, detailing how your experiences to date qualify you for the post. These should be sent to Mrs A Bestwick, HR Officer, via whsrecruitment@woodchurchhigh.com

I look forward to receiving your application.

Yours sincerely,

Mr M Canham
Headteacher



THE SCHOOL

Woodchurch High School is a highly successful, larger than average fully inclusive 11-16 comprehensive school, set within a Local Authority which includes some selective schools.

The school is consistently over-subscribed, ranked as the eighth most oversubscribed school in the Liverpool City Region (2018) and is annually the most oversubscribed school on the Wirral (since 2015, school has had more 1st, 2nd and 3rd preferences than any other school with the Local Authority, hearing no fewer than 50 appeals every year since 2016).

At Woodchurch High School, we always place the pupils at the centre of all we do - which has been reflected in all of our Ofsted Inspection reports. We are committed to providing the best possible education for all of our pupils. We work in partnership with parents to achieve this goal.

In July 2024, the school underwent an inspection under section 48 of the Education Act, where we were awarded Grade 1, reflecting that as a school, we were living up to our foundation as a church school. The report we received reflected the good work of the pupils, staff, and our flourishing school community. An extensive enrichment programme is also provided by the school, including a breakfast and homework club. Throughout the year, there are additional lessons at lunchtime and after school. These provide valuable lesson opportunities. We also run a hugely successful Saturday College and hold Holiday Schools. All of this underlines the emphasis we, as a school, put on ensuring pupil progress.

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We are extremely proud to be an inclusive school. We meet the needs of pupils with a range of physical and/or medical impairments, in addition to catering for pupils with Autistic Spectrum Condition. Our successes in this area have been nationally recognised.

To ensure that all our pupils succeed, we focus all our work around our Christian Values and Vision Statement: *'Let your light shine before all, that they may see your god works, and glorify your Father which is in heaven'* (Matthew 5:16).

Every child really does matter. As such, the school consistently seeks to build upon its previous best.

Very few pupils come from each of the eleven ethnic minority backgrounds, although this figure is increasing: e.g. in 2006/07 1.8% were not White British, but in 2019/20 this had risen to 9.2%. Only 5.4% use English as an additional language.

Currently those children in receipt of the Pupil Premium stands at 44% and SEND at 29% of the school population. There are also 29 CLA pupils.

The estate on which the school is situated contains three LSOAs ranked within the top 10% of the most deprived neighbourhoods in the country.

The school has been an academy (SAT) since 2011 and became a 'full' Church of England Academy (having previously been 'A School with a Church of England Trust') in April 2014.

More details about the school can be found on our website: www.woodchurchhigh.com and in our inspection reports, from both Ofsted and the Church of England National Society: <https://www.woodchurchhigh.com/ofsted.php>.



SCHOOL ETHOS

Our ethos is underpinned by Christian Values and principles which are embedded in all our work. The list below gives an indication of the educational direction of the school and demonstrates our philosophy of placing the child at the centre.

Woodchurch High School Church of England Academy is a school which delivers teaching to the highest quality. Teaching that motivates, stimulates and challenges the pupils, whilst taking into account their individual needs. We challenge every pupil to aspire to achieve the God-given potential.

We provide meaningful and personalised curriculum which provides pupils with the knowledge and skills to ensure lifelong learning and to recognise the great value God places on each individual. We provide a curriculum offering equality of opportunity to all, stretching the gifted and talented whilst supporting those who experience a barrier of learning.

CHAPLAINCY

At Woodchurch High School, pupils, through their spiritual and moral education and development, let their light shine, by living out our Christian Values and ethos.

Our Christian ethos and values underpin who and what we are as a school.

The Chaplaincy Team provides opportunities for reflection and character development everyday through Collective Worship and weekly year group assemblies. During Collective Worship we explore and develop an understanding of our values, morality and the Christian faith.



Our Christian Values

- **Justice**
- **Endurance**
- **Service**
- **Wisdom**
- **Forgiveness**
- **Compassion**
- **Hope**
- **Thankfulness**
- **Integrity**
- **Humility**
- **Trust**

COLLECTIVE WORSHIP

Each day all pupils take part in Collective Worship unless withdrawn by their parents. As a school, we believe it is important to promote the spiritual, moral, social and cultural development of our pupils and to prepare them for the opportunities, responsibilities and experiences of adult life.

PASTORAL WELFARE

To maximise pastoral support, the school is divided into year groups. Leading each year group is a Pupil Progress Leader and an Assistant. Pupils are in mixed gender and ability forms of approximately 22. Each tutor group is registered by the same Form Tutor throughout the five years. This continuity ensures that pupils, parents and carers can forge strong links and positive, trusting relationships with the key pastoral staff.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school and, at the same time, enjoy the same supportive, compassionate ethos associated with a small school

BEHAVIOUR FOR LEARNING

At Woodchurch High School, we develop our pupils' social and emotional intelligence. Through the promotion of our Christian ethos and values, we enable pupils to recognise that good behaviour and adherence to codes of conduct, result in sound learning, academic progress and positive relationships.

We believe an ordered, disciplined atmosphere is the best environment for learning. All of our school rules are based upon the simple principles of self-discipline and mutual respect. We place great emphasis on the positive aspects of behaviour by rewarding pupils with praise in lessons, rewards, letters of commendation and prizes for effort and attainment in all subjects. We also promote good attendance and punctuality by presenting prizes and certificates to pupils achieving 100%. Prestige is attached to pupils who have Gold Attendance (97%+). They are presented with a badge to display their success.

Endurance

"For everything that was written in the past was written to teach us, so that through endurance and the encouragement of the Scriptures we might have hope." (Romans 15:4)



PUPIL VOICE

Pupils regularly evaluate lessons and are included in whole-school decisions, such as the appointment of staff. In addition, there is a strong School Council, comprising of representatives from each Year Group. The Head Boy / Head Girl and Deputies also attend Full Governors meetings, when appropriate, at which they make a valuable contribution. Pupils also regularly comment on curriculum subject via online polls/surveys.

In this way pupils are motivated to achieve, develop self-awareness and empathy skills, and so manage their own feelings and have good social skills. In addition, school now also undertakes peer mentoring and support to further enhance pastoral welfare.

The pastoral support means all pupils have the benefit of the facilities and curriculum of a large school, and at the same time, enjoy the same supportive organisation associated with a small school.



Humility

"When you do things, do not let selfishness or pride be your guide. Instead, be humble and give more honour to others than to yourselves." 6
(Philippians 2:3)



INCLUSION

At Woodchurch High School, we recognise and celebrate our differences. It is these differences that enrich our school community: we value all God's children.

We are committed to ensuring that every pupil in our care is given an equal opportunity to develop socially, to learn and achieve, and to enjoy community life at school.

All pupils have access to the same opportunities as their peers through quality first teaching and enrichment.

To achieve this aim, the SEND Team:

Develop strong links with our primary school partners to support transition

Deliver a curriculum appropriate to each child's individual needs, including a range of personalised interventions which enable pupils to progress and reach their potential



Work in partnership with parents and carers to ensure a consistent approach to meeting a pupil's need

Put in place strategies to ensure that all pupils, including those who face barriers to learning and those who are on the Gifted and Talented register, make progress

A VIRTUAL BASE FOR PUPILS

Woodchurch High has special provision for pupils with Autistic Spectrum Condition and other additional needs. Our policy is that pupils follow a personalised learning programme, combining small group social skills classes with mainstream lessons, if necessary with the help of Teaching Assistants.

However, if, on occasions, pupils become overly anxious, they can be withdrawn for individual support. Our Virtual Base enables all pupils with a diagnosis of ASC to develop socially and emotionally, with support, in a caring, compassionate and comfortable environment.



PUPIL PREMIUM

At Woodchurch High School 42% of our pupils access pupil premium funding. The Pupil Premium team lead initiatives through the school and monitor and evaluate the success of programmes and interventions. Please refer to our website for further details.

OUR FACILITIES

Our school building was opened to pupils in September 2010, and officially opened by the Archbishop of York in March 2011.

The state of the art facilities enables our pupils to experience a 21st Century education. The cutting edge ICT, all Google based for both staff and pupils, facilitates their learning so that they can participate, enjoy and achieve their full potential.

The school grounds have also been redeveloped as part of this build and include a third generation all weather pitch as well as flood-lit multi-use games areas. These facilities are in addition to a well resourced Sports Hall. This houses a dance studio, fitness suite and indoor sporting facilities, used for football, badminton, basketball etc.

There is also a well-established School Farm and environmental area.



Compassion

*"Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort."
(2 Corinthians 1:3)*

CONTINUING PROFESSIONAL DEVELOPMENT

We take the development of our staff seriously, and we have a wide range of programmes and professional development opportunities for all staff, regardless of role and experience.

For staff new to school, there is an extensive Induction Programme, as regardless of experience, Every school is different and presents both new opportunities and challenges. The Induction Programme is designed to support staff in settling quickly and seamlessly into their new role, and to thrive and flourish at the school.

For Early Career Teachers, we have a robust programme that consists of face-to-face support sessions, as well as ongoing mentoring and support.

Many staff also access the suite of NPQ qualifications, as well as other developmental opportunities run by a range of other providers, such as the Ambition Institute, and local Higher Education Institutions.

All staff also have unlimited access to support and resources provided by the National College, in addition to ongoing training provided 'in-house', such as coaching and mentoring.

Bespoke support and development is also provided in a supportive staff with career development.

There are also many opportunities to lead CPD within school, and we are always exploring new and exciting ways to further develop our staff.



Thankfulness

*"Be joyful always, pray continually, give thanks in all circumstances, for this is God's will for you in Christ Jesus."
(1 Thessalonians 5:16-18)*



WHAT PEOPLE SAY ABOUT OUR SCHOOL



“ I always knew Woodchurch had an excellent reputation - it has not disappointed -Parent ”

“ *The teaching staff put the children at the heart of everything they do.* -Parent ”



"Pupils said that they feel safe and happy in school. Pupils are supportive of one another. They said that bullying is rare. If it does happen, it is dealt with effectively" - **Oftsed 2020**

"I value the open and honest culture at the school that allows staff to feel part of the decision making processes." - **Staff**

"As a parent, I feel valued and respected by the school" - **Parent**

"The school provides strong support for pupils' mental health" - **The Governing Body**

"School is somewhere I always feel safe" - **Pupil**



STAFF WELLBEING CHARTER



Staff Wellbeing Charter

WHS takes the wellbeing of all staff very seriously. The charter below takes into account some of the measures we have in place to assist staff to carry out their professional duties. Our staff are very supportive of each other, we ask all staff to be committed fully to the charter below.



Automated report system
- reducing staff checks.
Reduction of data drops



Staff marking expectations are minimum and workload regularly reviewed



Form Tutor Evenings reduced by 30 minutes



Counselling/Chaplaincy service
Employee Assist Programme
MHFA Staff Welfare Team



Deadlines well publicised and annual calendar consultation



Meetings have a clear purpose, agendas are issued in advance, and those leading meetings ensure they are kept on track and finish on time



The school will endeavour, wherever possible, to champion and enable flexible working



Half-termly free breakfast for all staff. Complimentary Christmas dinner for staff each year



Timetabled CPD, Coaching and Mentoring opportunities



Opportunities for career development



Paid tuition programme for vulnerable pupils
Paid Y11 Structured Revision Programme



Staff wellbeing, leisure and mindfulness activities plus termly staff bulletin



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy



Pupil centralised sanctions



A fitness suite available for staff use plus On-site NHS Private Healthcare Checks



Your wellbeing matters.
The school is committed to prioritising and promoting staff wellbeing



Wellbeing is a shared responsibility.
The school is committed to giving all staff the support they need to take responsibility for their own and other peoples' wellbeing



THE ROLE

We are looking for a candidate who can, as part of a team, be responsible for a high standard of food provision to both staff and pupils, and ensure standards of presentation and cleanliness are met.

Our Catering Team is an incredibly valued part of our staff body. The Catering Team comprises of 16 staff, delivering exciting menus and excellent service throughout the school, working closely with the Operations Manager.



RESOURCES

The school is extremely well equipped with two dedicated ICT Suites and several bookable Chromebook trolleys available for pupils use.

The school makes full use of Google Workspace so it can support work both in the classroom and at home. Google Classroom allows pupils to complete homework online and departmental Google Sites houses Learning Programmes and revision resources.

We have a dedicated Technical Team who support teaching and learning within lessons.



JOB DESCRIPTION

Post Title: Catering Assistant

Reporting to: Catering Manager

Disclosure Level: Enhanced DBS

Qualifications: Basic Food Handlers Certification Preferable

Christian Ethos:

To work with the Headteacher and colleagues in creating, inspiring and embodying the Christian ethos and culture of this Church of England Academy, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and pupils to achieve their highest potential.

Job Purpose:

- To be responsible for a high standard of food provision ensuring food is tasty and looks appealing
- To assist the wider team, as and when requested
- To be a positive role model within the Catering Team

DUTIES:

- To work on a rota basis within each food outlet of the Academy ensuring the same high standard of food is prepared and service is provided in each area.
- To assist in light food preparation e.g. - handheld, paninis, sandwiches, salads, desserts etc. as required.
- Serve all food and beverages at the specified times and in appropriate quantities.
- Ensure sound knowledge of the Food to be served daily, together with the appropriate garnish, portion sizes and allergen information.
- To comply with Academy policies of quality and standards of a catering environment and be directed by the SFBB.
- To be an excellent role model to our pupils and provide welcoming and friendly customer service, aligned with our Christian Values
- To be a positive role model within the team and report any disquiet or frustrations within the team to management to help to find a solution
- Prepare the counters to the standard laid down by the management and check the counter front of house, prior to service, to ensure standards of presentation and cleanliness are met.
- To set out the dining room and learning cafe - chairs and tables as requested by management, on a daily basis.
- Ensure that all customers receive prompt, courteous service at all times.
- Be sensitive to management and customer reaction and initiate prompt corrective action to overcome real or possible dissatisfaction.
- To assist and advise the Catering Supervisor of any needs or requirements
- Ensure tables, chairs, trolleys and floors are kept clean and tidy at all times.
- Assist with the washing up of catering equipment.
- Assist with the collection and removal under the appropriate system of all cutlery, crockery, trays etc.



JOB DESCRIPTION

- Clean all areas of the servery and preparation areas using the nominated cleaning schedules and materials.
- Ensure that all floor and wall surfaces are kept clean to the prescribed height.
- To support and assist the Catering Supervisor in preparing, cooking and delivery of taster foods during open evenings or school functions, on a rota basis within the team
- Maintain unit, Health & Safety and Hygiene standards in line with the current legislation.
- Adhere to appropriate customer service on dealing with comments or complaints – ensure that the Catering Supervisor/Operations Manager are made aware.
- Ensure that personal appearance, including uniform and footwear are of the highest possible standard at all times, in line with Academy policy.
- To participate in all arranged Academy training to improve personal development both within this role and whole school priorities.
- To provide any other duties which may be reasonably required by the Academy.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



PERSON SPECIFICATION

This specification lists the competencies expected of an experienced/fully trained post-holder. E = Essential Criteria / D = Desirable

Qualifications	NVQ 2 or equivalent or experience in relevant discipline.	E
	Food Hygiene/Handler, Preparation and Health & Safety at Work Codes of Practice.	E
	Excellent interpersonal and customer care skills	E
	Other relevant qualification	D

Experience	Experience of providing an excellent catering service and Experience of working in a similar environment.	E
	Understanding the demands of a large secondary school.	D

Knowledge and Skills	Ability to prepare, work with and cook raw materials to a high standard, including a quality presentation	E
	Catering Craft / Bakery skills	E
	Understand the needs of the pupils and provide a pleasant experience during breaks	E
	Working knowledge of policies/codes of practice and awareness of relevant legislation.	E
	Demonstrating initiative and team work	E

Working with Others	Understand the role of others working in and with the school.	E
	Ability to establish rapport and respectful and trusting relationships with others	E

Responsibilities/Skills and Abilities	Excellent organisational skills.	E
	Ability to remain calm under pressure.	E
	Ability to work effectively with minimum supervision with excellent time management skills	E
	Maintain a professional relationship with staff and pupils	E
	To have excellent communication and customer service skills	E

Special Requirements	Work constructively as part of a team, understanding school rules and responsibilities and your own position within these	E
	Flexible working hours	E
	Ability to empathise with pupils, parents and colleagues	E

PERSON SPECIFICATION

This specification lists the competencies expected of an experienced/fully trained post-holder. E = Essential Criteria / D = Desirable



CANDIDATE INFORMATION

Thank you for your interest in applying to Woodchurch High School.

EQUAL OPPORTUNITIES

Woodchurch High School is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

Your application form and equal opportunities forms will be processed separately. The equal opportunities form will not be available to panel members and will not be used to make recruitment decisions or about your suitability for employment. The information you provide on this form will assist us in monitoring the effects of our equal opportunities policy in recruitment and selection and will help us to develop and improve.

DATA PROTECTION

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Woodchurch High School and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by Human Resources and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).

If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of time following you leaving the school.

In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to third party organisation providing administration or other relevant services to Woodchurch High School
Woodchurch High School contact for data protection matters is:

Satswana
Email: info@satswana.com
Tel: 01252 759177

CANDIDATE INFORMATION

By submitting your personal data and application, you are:

- declaring that the information provided in the application form is accurate and true.
- giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
- declaring that you have read, understood and accepted the statements set out in this data protection clause.

CANDIDATE INFORMATION

INFORMATION ON RECRUITMENT CHECKS

Woodchurch High School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, **Keeping Children Safe in Education**, including:

SAFEGUARDING & ENHANCED DBS CHECK

Woodchurch High School is strongly committed to safeguarding and promoting the welfare of pupils and expect staff to share this commitment and maintain a vigilant and safe environment.

All posts are subject to an Enhanced DBS check, and we will carry out online searches on short listed candidates. All staff will be expected to follow the school's safeguarding and child protection policy and code of conduct for employees in schools.

Woodchurch High School is legally obligated to process an Enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#)

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

CANDIDATE INFORMATION

CRIMINAL RECORD SELF DISCLOSURE

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

OVERSEAS CHECKS

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question, we will contact you for additional information.

TEACHER PROHIBITION ORDER AND TEACHER SANCTIONS

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out "teaching work". Further information on teacher misconduct can be found at:

<https://www.gov.uk/government/collections/teacher-misconduct>

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

SECTION 128 DIRECTION

We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By completing an application, you agree to provide such evidence when requested.

Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe In Education.

RECRUITMENT PROCESS

TO APPLY

- Please complete the application form provided with this information pack and attach a covering letter.

Please email your application to:

whsrecruitment@woodchurchhigh.com

Application form is available at www.woodchurchhigh.com/vacancies.php

TIMELINE

Closing Date: Wednesday 10th January 2024

FURTHER INFORMATION

Queries or questions

Contact Faye Lloyd (Personnel Officer) faye.lloyd@woodchurchhigh.com



The School is committed to safeguarding children. The successful applicant will require an enhanced DBS check; on line checks of shortlisted candidates will be undertaken as part of our recruitment checks.

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