

Job Description

Job Title:	Catering Assistant – (Permanent)
Salary/Grade:	GLP Grade 1, SCP 2 (£23656 FTE) – 3 (£24026.62 FTE) Pro Rata
Working Hours	12.5 hours per week, (Part Time, Term Time Only)
Academy/Site Name:	Woodhouse Primary Academy
Location/Address:	Woodhouse Road, Quinton, B32 2DL

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Post

Under the direction of the Catering Manager, the postholder will assist in the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained.

Responsible to: Catering Manager, Headteacher

Duties and responsibilities:

- To work within the programmes of work as set by the Catering Manager on a daily basis.
- To assist with the preparation and cleaning of the dining room before and after food service.
- To ensure that all utensils are correctly cleaned and stored after service and that all machinery is cleaned to the highest standard to maintain health.
- To ensure that all waste is stored appropriately in order to eliminate the risk of contamination from pests.
- Where appropriate, implement agreed cash handling and accounting procedures with regard to receipt of payments for food and drinks during the breakfast and tuck service.
- To assist with functions requiring catering at the request of the Head Teacher.
- To ensure confidentiality of any information received and work with the remit of the Data Protection Act.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.

GREENHEART

LEARNING PARTNERSHIP

- To keep abreast of current practise and take responsibility for own learning and training.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the service and the wider academy.

Safe Working Practices for Adults working with Children - It is the responsibility of each employee to carry out their duties in line with Greenheart's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Fluency - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.

Health and Safety - The post holder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff within the Greenheart Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This job description reflects the present requirements of this role. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

Developed by:	Oliver Wilson	Date of issue:	September 2024
Signature of Postholder:		Date of signature:	