



**Catering Assistant x5 posts  
September 2024**



Dear Applicant,

I am delighted to share this recruitment pack for the post of Catering Assistant at Thrive Co-operative Learning Trust.

Thrive Trust has experienced incremental growth over the past seven years. The ten schools within the trust have all elected to join Thrive because of its values and absolute commitment to partnership working, educational improvement, mutual support, respect and inclusion.

Additional information is included in this recruitment pack to help you understand more about us. I would also welcome an informal discussion with myself, and to visit us should you so wish. To make arrangements please contact Tracy Palmer.

Thank you for your interest in the post of CFO at the Thrive Co-operative Learning Trust. I look forward to receiving your application.



Jonathan Roe  
CEO





**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



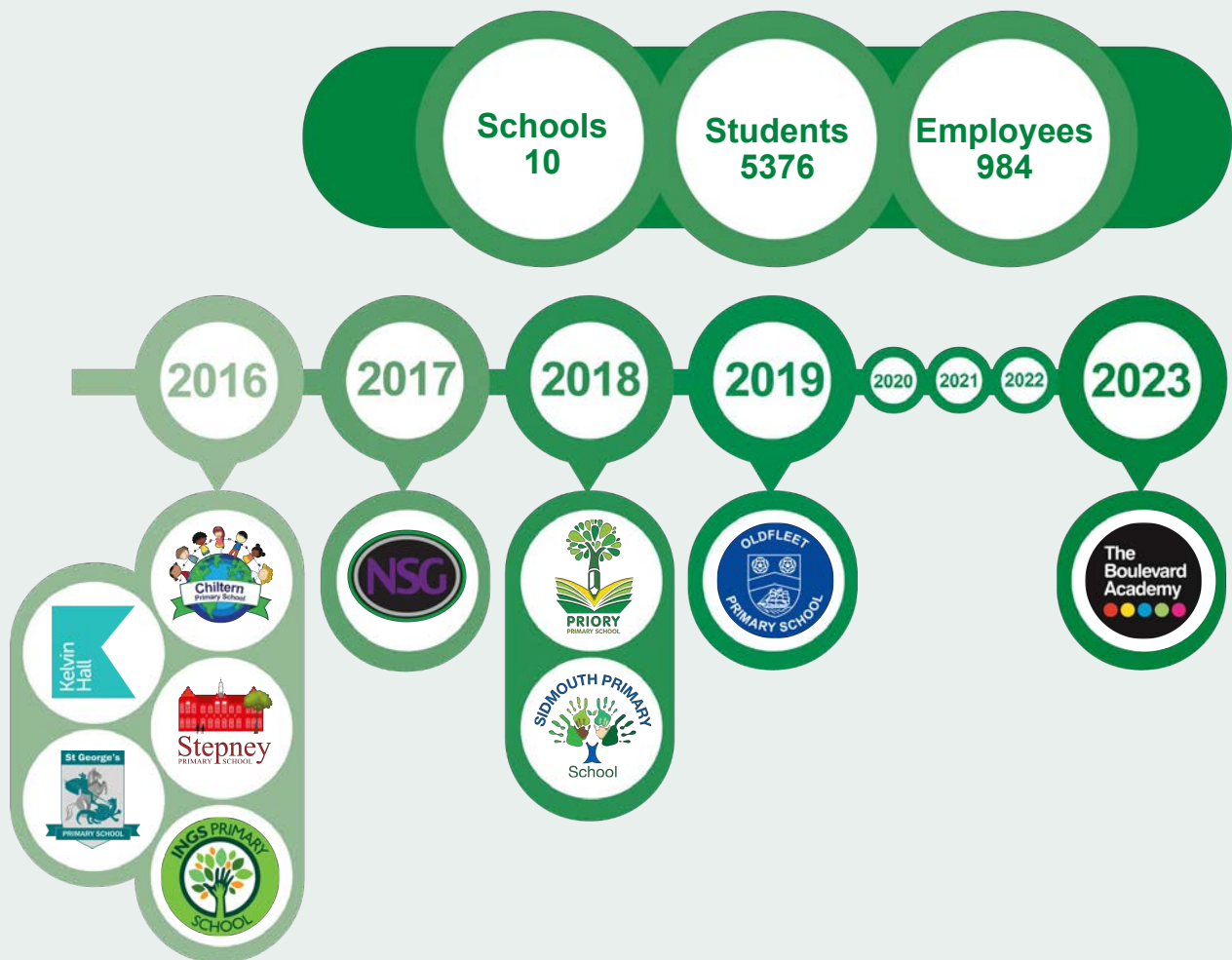
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our Thrive Charter here... 



# Our Journey so far...

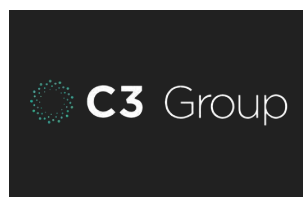


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Catering Assistant**  
**Grade 2, Scale Point 2-3**  
**Term time only plus 10 days**  
**Permanent**  
**Start: ASAP**

**Post 1: The Boulevard Academy, 16.25 hours per week, Monday to Friday 11:15 - 14:30 (£9,153 - £9,297 actual salary per annum)**

**Post 2: Kelvin Hall School, 16.25 hours per week, Monday to Friday 11:15 - 14:30 (£9,153 - £9,297 actual salary per annum)**

**Post 3: Newland School for Girls, 16.25 hours per week, Monday to Thursday 11:15 - 14:30 Friday 11:30 - 2:30 (£9,153 - £9,297 actual salary per annum)**

**Post 4: Kelvin Hall School, 17.5 hours per week, Monday to Friday 11:00 - 14:30 (£9,857 - £10,012 actual salary per annum)**

**Post 5: Kelvin Hall School, 12.5 hours per week, Monday to Friday 12 - 14:30 (£7,041 - £7,151 actual salary per annum)**

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Required as soon as possible, a Catering Assistant to join our central catering team to be based at Kelvin Hall School, Newland School for Girls or The Boulevard Academy. Occasionally, the post holder may be expected to cover at any of the schools in our Trust.

You will be working as part of a team within a canteen environment, your duties will involve serving, cleaning, and general food preparation. You must be able to work on your own initiative and under pressure to meet required deadlines. Previous experience within a kitchen environment is desirable. You should possess a Basic Food Hygiene or be willing to complete one.

For an informal discussion please contact Tracy Palmer, Catering Operations Manager via [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

**Closing Date: Sunday 1st September 2024, 4pm**

**Interview: TBC**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to further develop a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



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# Job Description

<b>Post Title</b>	Catering Assistant
<b>Grade</b>	2
<b>Location</b>	Base is across all of the Trust's academies
<b>Reporting to</b>	Catering Manager

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. To assist in the preparation of basic food items (vegetable preparation, salad, sandwich assembly etc) for the provision of our school catering service is required.
3. To maintain a clean, hygienic and safe working environment in compliance with food hygiene, health and safety legislations and departmental safe working practices.
4. To assist in the layout of dining room furniture/equipment and clearing of tables for all the operational needs of the school's catering provision.
5. To promote a professional image to customers and external parties in order to build confidence in the services the Department can provide.
6. To operate cash registers in accordance with Trust policies.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Small amounts of cash may be handled under close supervision at point of reconciliation.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None



		E	D	How Identified
<b>Qualifications</b>	Basic Food Hygiene Certificate	✓		AF, C
	First Aid Qualification		✓	
	Health & Safety Training		✓	
<b>Relevant Experience</b>	Previous work experience in a kitchen environment	✓		AF, I
	Previous work experience in a school kitchen		✓	
	Knowledge of catering systems/machinery		✓	
	Understanding or Health & Safety Issues		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Able to work as part of a team	✓		
	Good organisation skills	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	An Understanding of COSHH Regulations		✓	
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
<b>Written Skills</b>	The post holder should have a good standard of literacy and numeracy.	✓		AF, I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



# How to apply



## Informal Discussion

If you are interested in applying and would like to have an informal discussion about the role please contact Tracy Palmer via [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

## How to apply

All applications must be made using the Trust's application form.

Please return your completed application to [people@thrivetrust.uk](mailto:people@thrivetrust.uk)

**Closing Date: Sunday 1st September 2024, 4pm**

**Interview: TBC**

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 **thrive**  
co-operative learning trust