



IBSTOCK SCHOOL RECRUITMENT PACK CATERING ASSISTANTS

Vacancies 1 & 2 – 15 hours per week – £7,956.83 (actual salary per annum)

Both posts are permanent

Vacancy 3 – 20 hours per week – £10,609.11 (actual salary per annum)

Temporary for one year in the first instance

All vacancies are term-time only, plus one week to be worked during school closures

Grade 4: £22,932 (full time salary per annum)

Required ASAP



inspiration **i**nnovation **i**ntegrity

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Catering Assistants

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Temporary for one year in the first instance

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Grade 4: £22,932 (full time salary per annum)

Required as soon as possible

We are looking for capable and committed catering assistants to join our small, friendly team to provide a quality catering service for our students. The role will involve assisting with the preparation and serving of food, along with some cleaning and washing up duties.

The ideal candidates will have the ability to remain calm under pressure and to actively support team work. Previous kitchen experience would be advantageous, although not essential.

A basic food hygiene qualification is also desirable, although training will be provided.

With over 700 students on roll, the school is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire.

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.

September 2024

Dear applicant

CATERING ASSISTANTS

Thank you for your interest in the above posts at Ibstock School. We are looking for capable and committed catering assistants to join our small, friendly team to provide a quality catering service for our students. This post is available immediately, subject to satisfactory completion of all relevant pre-employment checks.

Context

With over 700 students on roll, the school is at the heart of the local community, serving families in Ibstock and the surrounding villages of North-West Leicestershire. Having joined LiFE Multi Academy Trust in July 2021, we are now at an exciting stage in our development having just completed the process of age-range change to become an 11-16 school and receiving our first set of GCSE results.

About the role and you

The role will involve assisting with the preparation and serving of food, along with some cleaning and washing up duties. The ideal candidates will have the ability to remain calm under pressure and to actively support team work. Whilst previous kitchen experience would be advantageous, it is not essential. A basic food hygiene qualification is also desirable, although training will be provided.

How to apply

We encourage you to visit our website for more detailed information about the school and further information about the vacancy. Informal enquiries are welcomed by emailing jobs@ibstockschool.co.uk or by calling 01530 260705. An application form can be sent to interested candidates on request, either by post, or email.

Please send a letter, maximum 2 sides A4, for the attention of Paul Newman, Trust Catering Operations Manager, which specifically addresses the requirements of this post, together with your application form. To comply with Safer Recruitment guidelines, please do not send a CV as we do not accept them.

Completed application forms should be emailed to jobs@ibstockschool.co.uk, or returned directly to the school and should be received by 9.00 am on Monday 16 September 2024. We hope to interview shortly afterwards.

The application process

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks, including an online check.

Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

We look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

Yours sincerely

Nicola Koncarevic

Executive Headteacher
Ibstock School

LiFE Trust	
Job Profile	
Role	Catering Assistant
Job Purpose	To provide support in the preparation, cooking and serving of food and beverages plus related kitchen/catering duties.
Responsible to	Trust Catering Manager, Deputy Catering Manager or Head Cook
Grade (including hours and weeks worked)	Local Government Grade – Grade 4 Point 6
Conditions of service	Local Government conditions of service as of 31 st March 2012

<p>Main Duties and responsibilities</p>	<ul style="list-style-type: none"> ● To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required; ● To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meals; ● To assist in the preparation, cooking and serving of food and beverages as defined by the immediate supervisor or line manager; ● To serve food according to the style and type of operation as defined by the immediate supervisor or line manager; ● To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre; ● To clean on a daily basis all catering areas to standards laid down by the Catering Manager/Supervisor and Health and Safety guidelines; ● To undergo on and off the job training sessions as required by management; ● To inform the immediate supervisor or line manager of any defects in equipment; ● To inform the immediate supervisor or line manager of any defects in heavy equipment or of any premises not meeting Health and Safety and/or Food Hygiene Regulation Standards; ● To perform other related duties as required ensuring the dining area and the kitchen is in a clean and hygienic condition and that the food service is effective and efficient; ● To undertake cash handling duties in relation to sales and banking procedures and cashless catering; ● Actively promote the catering services by providing healthy, tasty and nutritious meals; ● To attend other sites within the Trust for cover purposes; ● To undertake any other duties (within the scope and grade of the post) as required for effective operation of the Service.
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Person Specification	Essential	Desirable
<p>Training and Education</p> <p>Numeracy and literacy sufficient to carry out the job tasks.</p> <p>Willingness to undertake training as required.</p> <p>Basic Food Hygiene Certificate.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Skills/Attributes</p> <p>Must be able to communicate clearly with staff, students and visitors.</p> <p>An understanding of the importance of health and hygiene.</p> <p>Basic Knowledge of food preparation.</p> <p>School meals or other industrial catering experience.</p> <p>Understanding of Hygiene/Health and Safety.</p> <p>Ability to work well in a team.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Other</p> <p>Attendance - evidence of regular attendance at work.</p> <p>Basic understanding of food hygiene and Health and Safety regulations.</p>	<p>✓</p>	<p>✓</p>

<p>Attributes</p> <p>Good rapport with children and young people.</p> <p>Must be capable of remaining calm under pressure.</p> <p>Sensitivity to the needs of colleagues and customers.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>General Circumstances</p> <ul style="list-style-type: none"> • A flexible approach to working, an ability and willingness to travel to various locations. • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to work and day-to-day situations. • Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. <i>This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</i> 	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Factors not already covered</p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.</p>	<p>✓</p>	

Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School and the The Winstanley School.

Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: *'we believe in getting the right people, getting them to work together and getting them to stay'*

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> providing employees with a safe, healthy and supportive environment in which to work recognising that the health and wellbeing of our employees is important providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to 'Mindful Employer' and the 'Charter for Employers who are Positive about Mental Health'.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages,

	discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.
Presumed Professionalism	We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.
Development of Professional Capital and Excellence	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <p>The National Professional Qualification for Senior Leadership (NPQSL)</p> <p>The National Professional Qualification for Headship (NPQH)</p> <p>The National Professional Qualification for Middle Leadership (NPQML)</p> <p>The Outstanding Teacher Programme (OTP)</p> <p>Initial Teacher Training (ITT)</p> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are lead by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
Great Access to Progression and	Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional

Leadership Responsibility	progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration Across all Schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and Flexible Working Policies	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Support	Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of Staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our school