

# Recruitment Pack



Catering & Hospitality Assistant

March 2025



School ready; Work ready; Life ready

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## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

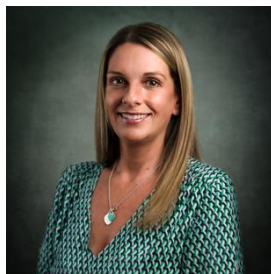
Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are **'Positive Role Models'**
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School ready; Work ready; Life ready.



Claire Huddart  
Principal

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

# STRATEGIC FOCUS

## VISION: School Ready; Work Ready; Life Ready

### PURPOSE

- Challenging Every Learner, in Every Lesson, Every Day
- Developing Positive Role Models
- Opportunities for All

| Quality of Education   |  | Behaviour & Attitudes   |  |   | Personal Development  |  |  | Leadership & Management  |   |   |  |
|--|--|---|--|---|---|--|--|--|---|---|--|
| Intent   | Implementation   | Impact  | Positive Attitudes   | Relationships   | Attendance  | Identity   | Engagement   | Opportunity  | Vision & Ethos  | Safeguarding & Wellbeing  | Growth & Inclusivity   |
| <ul style="list-style-type: none"> <li>• Fostering students' ambition and a love of learning</li> <li>• Equipping students with skills, knowledge and cultural capital to succeed.</li> <li>• Enabling access to aspirational post-16 pathways and preparing students for life.</li> </ul> | <ul style="list-style-type: none"> <li>• Challenging every learner, in every lesson, every day.</li> <li>• Ensuring every student knows more, remembers more and can do more.</li> </ul> | <ul style="list-style-type: none"> <li>• All students achieving exceptionally well.</li> <li>• All students' work is of a consistently high quality.</li> <li>• All students reading at their chronological age or better.</li> <li>• All students successfully moving to the next stage of their education, employment or training.</li> </ul> | <ul style="list-style-type: none"> <li>• Student conduct is exemplary in lessons, during unstructured time and in the local community.</li> <li>• Students consistently demonstrate a positive attitude to learning the College Core Values.</li> <li>• Positive role models are recognised and celebrated.</li> </ul> | <ul style="list-style-type: none"> <li>• Students and staff have zero tolerance for bullying, harassment and child-on-child abuse.</li> <li>• Everyone takes appropriate action</li> <li>• Relationships are based on mutual respect. Restorative practice is valued by all.</li> </ul> | <ul style="list-style-type: none"> <li>• Students value their learning time and this is reflected in their high attendance and punctuality.</li> <li>• All students, regardless of need, are supported to attend and be on time.</li> </ul> | <ul style="list-style-type: none"> <li>• Students understand how they are developing physically, mentally and socially.</li> <li>• Students appreciate what makes them unique but also celebrate what brings them together.</li> </ul> | <ul style="list-style-type: none"> <li>• Students contribute to college life for the benefit of themselves and those around them.</li> <li>• Students support their local community, charities and the environment.</li> </ul> | <ul style="list-style-type: none"> <li>• Students make use of the experiences Horizon has to offer them.</li> <li>• Students are supported to make informed choices about their future aspirations.</li> </ul> | <ul style="list-style-type: none"> <li>• A culture where: <ul style="list-style-type: none"> <li>• Everyone is school ready.</li> <li>• Everyone is work ready.</li> <li>• Everyone is life ready.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• A culture where: <ul style="list-style-type: none"> <li>• Everyone feels safe.</li> <li>• Everyone feels supported.</li> <li>• Everyone feels valued.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• A culture where: <ul style="list-style-type: none"> <li>• Everyone is considered.</li> <li>• Everyone is included.</li> <li>• Everyone is developed.</li> </ul> </li> </ul> |
| <ul style="list-style-type: none"> <li>• Broad Curriculum</li> <li>• Key Principles of Curriculum Design</li> <li>• SEND Adaptations</li> </ul>  | <ul style="list-style-type: none"> <li>• Reading</li> <li>• Six aspects of Teaching &amp; Learning</li> <li>• Assessment, Feedback &amp; Response</li> </ul>                             | <ul style="list-style-type: none"> <li>• Student Pride &amp; Articulation</li> <li>• Reading &amp; Mathematical Competencies</li> <li>• Outcomes &amp; Destinations Inc. SEND &amp; PP</li> </ul>   | <ul style="list-style-type: none"> <li>• Praise &amp; Rewards</li> <li>• Clear, consistent graduated consequences</li> <li>• Character in the Classroom</li> </ul>   | <ul style="list-style-type: none"> <li>• Role of the Form Tutor</li> <li>• Recognise, Report, Record &amp; Refer</li> <li>• Restorative Conversations</li> </ul>  | <ul style="list-style-type: none"> <li>• SEND &amp; Wellbeing</li> <li>• Personalised Provision</li> <li>• Student Engagement</li> </ul>  | <ul style="list-style-type: none"> <li>• Character Education</li> <li>• Citizenship &amp; RSHE</li> <li>• Cultural Literacy &amp; Diversity</li> </ul>   | <ul style="list-style-type: none"> <li>• Student Voice &amp; Votes for School</li> <li>• Supporting Local, National &amp; International Causes</li> <li>• Student Council &amp; Democracy in action</li> </ul>                 | <ul style="list-style-type: none"> <li>• Enrichment</li> <li>• Student Ambassadors &amp; Leadership</li> <li>• Careers &amp; Enterprise</li> </ul>   | <ul style="list-style-type: none"> <li>• Governance</li> <li>• Policy &amp; Practice</li> <li>• Finance</li> </ul>  | <ul style="list-style-type: none"> <li>• Workload</li> <li>• Safeguarding Practice</li> <li>• Wellbeing: Staff/students</li> </ul>  | <ul style="list-style-type: none"> <li>• Staff CPD</li> <li>• Communication &amp; Engagement</li> <li>• Inclusive Practice</li> </ul>  |






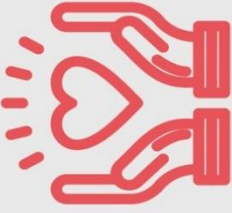
### STRATEGIC GOALS

### DRIVERS

### BEHAVIOURS

| Aspiration   | Independence  | Resilience   | Core Values   | Pride  | Respect  | Kindness  |
|--|---|--|---|--|--|---|
| <ul style="list-style-type: none"> <li>• Having High Expectations of Yourself</li> </ul> | <ul style="list-style-type: none"> <li>• Taking Responsibility For Your Learning</li> </ul> | <ul style="list-style-type: none"> <li>• Character in the Classroom</li> </ul> | <ul style="list-style-type: none"> <li>• Having a Growth Mindset</li> </ul> | <ul style="list-style-type: none"> <li>• Individual Liberty</li> </ul>           | <ul style="list-style-type: none"> <li>• Mutual Respect and Tolerance</li> </ul> | <ul style="list-style-type: none"> <li>• Taking Ownership of Your Learning</li> </ul> |
| <ul style="list-style-type: none"> <li>• Democracy</li> </ul>                            | <ul style="list-style-type: none"> <li>• The Rule of Law</li> </ul>                         | <ul style="list-style-type: none"> <li>• British Values</li> </ul>             | <ul style="list-style-type: none"> <li>• Individual Liberty</li> </ul>      | <ul style="list-style-type: none"> <li>• Mutual Respect and Tolerance</li> </ul> | <ul style="list-style-type: none"> <li>• Mutual Respect and Tolerance</li> </ul> | <ul style="list-style-type: none"> <li>• Mutual Respect and Tolerance</li> </ul>      |

# Core Values

|   |   |  |
|---|---|--|
|  <p><b>ASPIRATION</b></p> <p>We aim to be the very best that we can be.<br/>We are curious, ambitious and have a strong desire to achieve.</p>                               |  <p><b>PRIDE</b></p> <p>We are proud to be students at Horizon.<br/>We produce work of the highest quality; we have the confidence to celebrate our success; we respect our environment.</p> |  <p><b>INDEPENDANCE</b></p> <p>We take responsibility for our success.<br/>We take control of our future.</p>                                   |
|  <p><b>RESPECT</b></p> <p>We treat others the way we would like to be treated.<br/>We celebrate that everyone is different, we are inclusive, and we embrace diversity.</p> |  <p><b>RESILIENCE</b></p> <p>We never give up.<br/>We face challenges with confidence and respond positively to feedback.</p>   |  <p><b>KINDNESS</b></p> <p>We are thoughtful and considerate to others.<br/>We are caring, supportive, friendly and generous in all we do.</p> |

## Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please note that it is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children.**

**Please note that an online search will be carried out for all shortlisted candidates. This includes a search on the world wide web and relevant social media sites.**

Please visit: <https://horizoncc.co.uk/safeguarding/>

## Vacancy Details

**Role: Catering & Hospitality Assistant**

**Salary: Grade 1 - £23,656 (Actual Salary - £7,420 plus [Living Wage](#))**

**Hours Per Week: 12.5 (12.15am to 2.45pm, Monday to Friday)**

**Type: Permanent, term time only plus 2 INSET days**

**Closing Date: Monday 24 March 2025 at 12 noon**

We are seeking to appoint a Catering and Hospitality Assistant to work within the Catering and Hospitality department to ensure that food is prepared and served to the highest standards in a timely manner in the best environment.

Main duties include:

- Undertaking the supervision of students in and around the College during break, while on corridors and during lunch times.
- The preparation of ingredients and cooking as directed by the Catering and Hospitality Leads.
- Serving meals and clearing tables.
- General kitchen duties.
- Other duties around college departments as directed.

Previous experience of working in a kitchen or catering environment is desirable.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an offence to apply for a role in a school and/or working with children if you are barred from engaging in regulated activity relevant to children. Online searches will be carried out for all shortlisted candidates. This includes a search on the world wide web and relevant social media sites.

Horizon Community College reserve the right to close this advert prior to the closing date above.

## Job Description

|   |
|---|
| <b>JOT TITLE: Catering &amp; Hospitality Assistant</b>        |
| <b>GRADE: 1</b>   |
| <b>RESPONSIBLE TO: Director of Catering &amp; Hospitality</b> |
| <b>EMPLOYEE SUPERVISION: None</b>                             |

### Purpose of Post:

Working within the Catering and Hospitality department to ensure that food is prepared and served to the highest standards in a timely manner in the best environment.

### Key Areas:

- Undertake the supervision of students in and around the College during break, while on corridors and during lunch times.
- The preparation of ingredients and cooking as directed by the Catering and Hospitality Leads.
- Serving meals and clearing tables.
- General kitchen duties.
- Other duties around college departments as directed.

### Duties and Responsibilities:

#### Catering Duties:

- Undertake the preparation of ingredients and basic cooking.
- Assist with the serving of meals at various service points under the direction of the Catering leadership.
- Undertake all general kitchen duties including washing up, cleaning and clearing utensils, cleaning equipment and cleaning kitchen and dining room surfaces and floors.
- Assist in the dining room and other designated areas with the clearing of waste and the cleaning of service utensils and service counters/trolleys etc.
- Serve all customers in an efficient and courteous manner.
- Ensure that the Catering leads are informed of any complaints.
- Undertake duties to ensure compliance with all instructions relating to kitchen hygiene rules and the operation of HACCP procedures.

#### General Duties:

- Supervise students at break and lunchtime within the buildings and grounds of the College, including the Canteen, ensuring that health and safety practices are adhered to.
- During poor weather, ensure students are in their designated areas at break and lunch time and help to maintain a safe environment through appropriate supervision.
- Report any incidents or concerns about behaviour or safety of students to the relevant member of staff.
- Provide additional support throughout the day to individual departments as required.
- Ensure work zones are clean and tidy including wiping tables and surfaces, picking up litter and report maintenance issues to the Facilities Team.



**Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**

## Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

| Attributes                                | Criteria   | How Identified (either Application Form or Interview) | Rank (Essential/Desirable) |
|---|--|---|----------------------------|
| <b>Relevant Experience</b>                | Experience of working as part of a team                                  | Application Form/Interview                            | Essential                  |
|   | Experience of working in a large-scale commercial kitchen environment    | Application Form/Interview                            | Desirable                  |
|   | Experience of working with young people                                  | Application Form/Interview                            | Desirable                  |
| <b>Education and Training Attainments</b> | Minimum 4 GCSE's including English and Maths (Grade 9-2 or equivalent)   | Application Form/Interview/Certificates               | Desirable                  |
|   | Level 2 qualification in Catering (or equivalent)                        | Application Form/Interview/Certificates               | Desirable                  |
|   | Current Food Hygiene Certificate   | Application Form/Interview/Certificates               | Desirable                  |
|   | HACCP Certification Level 2 or above                                     | Application Form/Interview/Certificates               | Desirable                  |
|   | Health and Safety Training/Certification                                 | Application Form/Interview/Certificates               | Desirable                  |
| <b>General and Special Knowledge</b>      | Up to date knowledge of Food Nutritional Standards applicable to schools | Application Form/Interview                            | Desirable                  |
|   | General IT knowledge   | Application form/Interview                            | Desirable                  |
| <b>Skills and Abilities</b>               | Literacy and numeracy skills   | Interview/Certificates                                | Essential                  |
|   | Professional attitude and approach                                       | Interview   | Essential                  |

|                           |   |                            |           |
|---------------------------|---|----------------------------|-----------|
|                           | Ability to work to tight timescales and follow instructions                               | Interview                  | Essential |
|                           | Good communication skills   | Interview                  | Essential |
|                           | Commitment to the safeguarding and promotion of the welfare of children and young people. | Application Form/Interview | Essential |
| <b>Additional Factors</b> | A willingness to take part in training and development opportunities as required.         | Application form           | Essential |

**In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.**

## The Application Process

Please read the [Guidance Notes for Applicants](#) before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

For more information about working at Horizon and the fantastic benefits we offer our staff please visit [Working at Horizon](#).

Should you wish to discuss the role further please contact us on 01226 704230.