



Wright Robinson College

Catering Technician

# RECRUITMENT INFORMATION



# OUR MISSION STATEMENT

## VALUES & ETHOS

### Our Values



All members of our college community will be given every opportunity to develop and achieve their full academic potential.



All members of our college community will contribute to ensuring that we provide a safe, secure and caring environment.



All members of our college community will celebrate the diversity of our community and celebrate our successes and achievements as one.



All members of our college community will demonstrate resilience at times of adversity.



All members of the college community will treat others with respect.



All members of the college community will be treated fairly.



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“

Team Wright Robinson is fully committed to inspiring its students to achieve academic excellence, good character and resilience. This will enable our students to be instrumental in contributing to and shaping British Society in an internationally competitive world.

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# A WARM WELCOME

Thank you for your interest in working at Wright Robinson College. I am immensely proud to be Headteacher at the College. In our recent 2021 Ofsted report, we have maintained our 'Outstanding in all Areas' status from 2016. Visitors, and Ofsted comment on the exemplary behaviour demonstrated by our extremely courteous and respectful students and upon the calm and welcoming atmosphere here at Wright Robinson.



We are an 11-16 provision and place ourselves at the heart of the community, a college that prides itself on equipping our students with the knowledge and skills to influence an ever-changing, internationally competitive world.

Staff support, wellbeing and CPD is really important to us here at Wright Robinson which was reflected in our 2021 Ofsted report:

"Staff are exceptionally proud to work at Wright Robinson. They benefit extremely well from leaders' genuine desire to manage workload and care for their well-being. Leaders provide extensive opportunities for teachers to access subject training and to work collaboratively."

We have over half a century's experience in educating young people which is illustrated through our results in public examinations, where our students consistently perform at rates significantly higher than the expected norms.

Students are taught by academic specialists with a passion for their subject, creating an environment where our students

believe that anything is achievable. We place great emphasis on creating leaders, whilst recognising the need to work co-operatively with others.

Our 'Team Ethos' permeates all aspects of college life, a life which here at Wright Robinson is so much more than what happens in the classroom. We seek applicants who can align with our culture of mutual respect, a positive outlook and a 'can-do' approach. The college has state of the art facilities creating, for staff and students alike, an attractive site and a pleasant working environment.

Our sporting successes are nationally renowned and our work in areas such as music, drama and art further enrich the student experience.

I am extremely pleased that you are interested in applying to work at Wright Robinson College and I look forward to receiving your application.

A handwritten signature in black ink that reads "Martin Haworth". The signature is written in a cursive style.

**Martin Haworth**  
Headteacher



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# VISIONS & VALUES



## WHO WE ARE

The Flagship Learning Trust was established in 2019 with a vision to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust chose to identify as 'Flagship' as it was founded in Wright Robinson College, which is not only identified flagship PFI school building but the college itself is committed to leading the way in education.

Social mobility, self-belief and teamwork are key elements of the Trust's ethos and purpose. We believe that it is not the academic ability which separates us in life but our character; therefore we work hard through teamwork to develop the following qualities in our students:

**Self-belief – Self esteem**  
**– Self determination – Self-discipline**  
**– Self-expression – Self-respect**

Our schools may always be judged by the results they achieve, however we believe that they are defined by their ethos and culture.

### FLT VISION (Aim)

Inspire. Believe. Achieve.

The aim of the Flagship Learning Trust is to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust aims to inspire every student to believe in themselves in order to achieve.

## FLT ETHOS (Character)

Inspire. Believe. Achieve

The core culture of the Flagship Learning Trust centres around respect, collaboration, teamwork and leadership. We believe that having strong leadership, clear goals and working together in an environment of mutual respect, ultimately results in positive outcomes.

## FLT VALUES (Principles)

### TEAMWORK

Everyone working together for the common goal. We believe that to have a strong team, every team member is important and their contributions valid.

### RAISING ASPIRATION

Encouraging our pupils and staff to aim high in order to achieve their goals.

### COMMUNITY

Building relationships with pupils, staff, parents and the areas served by our schools to improve the educational experience for our students.



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# Wright Robinson College

Headteacher: Martin Haworth

## Catering Technician

**Salary: Grade 4 SCP 7-11, FTE £22,369 - £24,054. Actual salary TTO £18,747 - £20,159**

**Start Date: 1st September 2023**

**Contract: Full Time (35 hours p/w). Permanent. Term Time Only.**

A rare and exciting opportunity has arisen within our team as a Catering Technician. The core purpose of the role is to provide vital support for the provision of practical elements of learning in KS3 and KS4 in catering. This is a varied role and would suit someone with catering experience and who is looking to develop their career as a technician. Training will be provided for the right candidate.

Wright Robinson College is outstanding in every area of the Ofsted Inspection Framework 2021. As an 'Outstanding School,' we are fully committed to continuing to further raise academic standards and attainment, across an academic curriculum.

Wright Robinson College is committed to staff development and if you join our team, you will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary and access to our BUPA Healthy Minds Employee Assistance Programme, you will be provided with free access to on-site gym facilities, swimming pool and on-site parking. Located on the east side of Manchester, we are easily accessible through local and regional transport links.

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. If you wish to have a chat about the role, informal enquiries can be directed to Ms Ward, Director of HR on 0161 370 5121.

**For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:**

<https://www.wrightrobinson.co.uk/Vacancies-Non-Teaching/>

**Deadline: 9am on Monday 5<sup>th</sup> June 2023**

**Interviews will be held on Monday 12<sup>th</sup> June 2023**



**Statement on Equality**

*We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

**Statement on Safeguarding**

*Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employment offers are made subject to an enhanced DBS check and satisfactory references. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.*

**Online checks for shortlisted candidates**

*In accordance with DfE Keeping Children Safe in Education 2022, an online search, including social media, will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.*

**GDPR**

*A copy of our Privacy Notice is available on our website.*



# Wright Robinson College

Headteacher: Martin Haworth

## Catering Technician: Job Description

### **JOB TITLE**

**Catering Technician**

### **SCALE/SALARY**

**Grade 4 SCP 7-11, FTE £22,369 - £24,054. Actual salary TTO £18,747 - £20,159**

### **RESPONSIBLE TO:**

**Head of Faculty**

### **JOB PURPOSE**

To provide vital support for the provision of practical elements of learning in KS3 and KS4 in catering. The duties will include supporting the students with catering lessons, for the preparation of ingredients and equipment for lessons, maintenance of equipment, cleaning of the working area and stock control. This is a varied role and would suit someone with catering experience and who is looking to develop their career as a technician. Training will be provided for the right candidate.

### **Duties and Responsibilities**

1. To ensure the timely and accurate preparation and deployment of materials and equipment, as required by teaching staff for the teaching of the subject.
2. To ensure that catering teaching areas are prepared and serviced in readiness for lessons.
3. To ensure that all equipment from the teaching areas are cleared away when the lessons are completed, and ensure that the teaching area is ready for the next lesson.
4. To ensure that equipment is cleaned and stored away after use.
5. To provide specialist advice and guidance as required to other staff from within the team.
6. To provide specialist support to assist the catering teachers in the delivery of their lessons in teaching areas, as and when required.
7. To ensure the safe and secure storage, handling, movement and disposal of any cleaning substances.
8. To contribute to the planning, development and organisation of systems, procedures and policies within the Catering team.



9. To be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
10. To ensure the safe and secure storage of materials and teaching resources, ICT and AVA equipment.
11. To assist with monitoring, managing and the ordering of stock within an agreed budget, cataloguing resources and undertaking audits as required, ensuring that the catering stock is kept fully up to date. This may require personal shopping visits for resources.
12. To ensure the cleanliness and tidiness within the teaching and preparation areas, in accordance with health and safety practices, and carry out health and safety checks in all teaching and preparation areas as required. This includes the washing and drying of all aprons and cloths in advance of practical lessons.
13. To be aware of legislations including COSHH health and safety (HASAWA), and bring to the attention of the Head of Faculty any areas of concern that may arise.
14. To be aware of new developments in areas of the hospitality and catering specification and to assist staff in the development of the department.
15. To help prepare and cost lists for requisitions/orders, ensuring orders are the most effective.
16. To undertake other reasonable duties as may be determined by the Headteacher.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

## Catering Technician: Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS / PROFESSIONAL MEMBERSHIP</b>		
▪ A minimum of 5 GCSEs including English and Maths or equivalent	E	AF
▪ Relevant Health and Safety training or a willingness to undertake training.	E	AF
▪ Food Hygiene Level 2 Certificate, or a willingness to undertake this qualification.	E	AF
<b>PROFESSIONAL EXPERIENCE</b>		
▪ Experience of working within a school or catering environment.	D	AF & SP
<b>KNOWLEDGE AND SKILLS</b>		
• Excellent oral and written communication skills.	E	AF & SP
▪ Ability to organise own workload and meet deadlines.	E	AF & SP
▪ Excellent ICT skills.	E	AF & SP
▪ The ability to work on your own initiative, whilst showing commitment and enthusiasm.	E	AF & SP
▪ To be able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	E	AF & SP
<b>PERSONAL QUALITIES</b>		
▪ Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	AF & SP
▪ The flexibility to adapt to changing workloads, demands and new school challenges.	E	AF & SP
▪ A commitment to your own continuous professional development.	E	AF & SP
▪ To support Health and Safety policies and practices within the department.	E	AF & SP

<ul style="list-style-type: none"> <li>▪ A personal commitment to the College's professional standards, including dress code, as appropriate.</li> </ul>	Essential	AF
<ul style="list-style-type: none"> <li>▪ The post will require an enhanced DBS clearance.</li> </ul>	Essential	SP
<ul style="list-style-type: none"> <li>▪ To promote Health &amp; Safety, Safeguarding policies and Equality &amp; Diversity across the Trust.</li> </ul>	Essential	AF





# WHY WORK FOR US?



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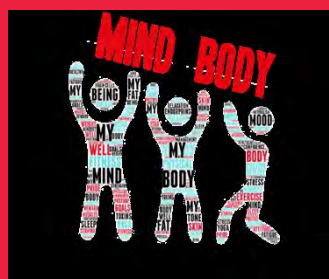




## STAFF BENEFITS

- BUPA Healthy Minds Employee Assistance Programme (Free
- access to telephone or face-to-face counselling
  - State of the art facilities, including on-site gym/swimming pool
  - Cycle to work scheme
  - Local Government Pension Scheme/Teacher's Pension Scheme
  - Strong programme of CPD/Staff development
  - A focus on staff work-life balance and well-being
  - Staff sports events/Fitness Friday
  - Staff library provision

<https://www.wrightrobinson.co.uk/Vacancies/>



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# Awards and external recognition



At the 2022 North West Educate Awards, held at Liverpool Cathedral, Wright Robinson College were presented with the Award for 'Outstanding Commitment to Sport in a Secondary School'.

It is fantastic to have received the award as recognition for all of the hard work that takes place at the college on a daily basis. The college has an extensive Physical Education and extra-curricular sporting programme, promoting a lifelong passion for physical activity and sport in young people whilst providing a wealth of opportunities for our community here in Greater Manchester.

## Big Health 2022

Wright Robinson College was awarded 1st place in the Manchester Healthy Schools 'The Big Health Challenge 2022'. This year's theme was 'What are you as a school community doing to promote positive health & wellbeing with next year's year 7'.



## The Goldsmiths' Community Engagement Award 2022



*The*  
**GOLDSMITHS'**  
*Community Engagement Award 2022*

Wright Robinson College was named as the Silver Award winner of The Goldsmiths' Company Awards for Community Engagement 2022. Created in 2018, the prestigious awards celebrate the unsung work of students going above and beyond to support local communities through volunteer work and charitable initiatives that are overlooked in exam and test results.

## SENDIA

Wright Robinson College has received the SEND Inclusion Award (SENDIA). The SENDIA is awarded to schools who deliver high-quality education for pupils with SEND. Compliant with the SEND Code of Practice, the award framework focuses on removing barriers to learning through early identification, inclusive teaching and leadership. The college has fully evaluated impact in order to improve classroom practice and pupil outcomes.



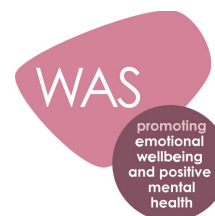
## EPDA

Wright Robinson College has received the Excellence in Pupil Development Award (EPDA). This award offers a structured framework to evaluate and enrich our pastoral curriculum. The award evidences that the college is successful in developing pupil's personal attributes and attitudes, such as self-confidence, resilience and self-discipline and preparing pupils for life in modern Britain.



## WAS

Wright Robinson College has received the Wellbeing Award for Schools (WAS). This award focuses on changing the long-term culture of the whole school. Using an evidence-based framework to drive change, it helps schools to deliver staff and pupil wellbeing, review staff training and revise school policies. This award is evidence that that mental health and wellbeing sit at the heart of life at Wright Robinson.



## School Games Platinum 2021/22 - 2022/23

In July 2022, Wright Robinson College was one of only 3 Greater Manchester Schools who were awarded the Platinum School Games Mark.



## NWCPEA (North West Counties PE Association)

Wright Robinson College has been awarded the Gill Parry Best Practice in PE Award 2021.

The PE department developed the 'My mind my body' to increase awareness of the importance of physical activity on the mind and body, with a focus on the physical, mental and social benefits.



# OFSTED REPORT

## OUTCOME

Wright Robinson College was inspected in October 2021 and continues to be an outstanding school.



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## WHAT IS IT LIKE TO ATTEND THIS SCHOOL?

Pupils are proud to be part of this exceptional school. They are adamant that it is a safe, happy and harmonious place to learn. Pupils thoroughly enjoy coming to school to learn. They say, 'Every aspect of school life is about teamwork.'

All pupils, including pupils with special educational needs and/or disabilities (SEND), achieve exceptionally well. The ambitious curriculum motivates and engages pupils to work extremely hard. Staff have very high expectations of each of them.

Pupils concentrate fully on their learning. They relish the opportunity to master new challenges. Pupils are highly appreciative of the learning opportunities that teachers provide. Pupils are fiercely proud of their successes.

Behaviour is exemplary. Pupils are extremely courteous and respectful. Pupils of all ages get along exceedingly well. They are accepting of each other's differences. Pupils have no concerns about bullying. They said that it would be 'out of the ordinary'. Should any bullying occur, pupils are confident that teachers will 'shut it down immediately'.

Pupils spoke with great pride about the extensive range of leadership, charitable and enrichment opportunities on offer. They delight in developing new skills and in finding new ways to contribute to the wider community. Pupils develop into highly confident, articulate and responsible young adults who are ready to 'shine' in the world.

## WHAT DOES THE SCHOOL DO WELL AND WHAT DOES IT NEED TO DO BETTER?

Leaders, governors and trustees have created a distinctive school with a clear purpose. They are deeply committed to ensuring that every pupil can flourish, irrespective of their personal circumstances. A culture of high aspirations and a can-do approach to learning pervade the school.



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