



**Contents**

• **Letter from Executive Principal**

• **Job Description**

• **Person Specification**

• **Information for Applicants**

Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:

**Known by God
Valued as unique
 Understood and accepted
Guided to be the best we can be
We are a shining light in our community
 Using opportunities to change our lives and those of others
“A city on a hill cannot be hidden”
Our mission is to make a difference.**

Are you ready to change your life and those of others? If so, Bradford Academy is an exciting place to make a difference.

We are a “Good” school, as recognised by Ofsted in both 2013 and 2017. When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18. Every aspect of our provision; Early years, Primary, Secondary and Post 16 is good, and we are rightly proud of the difference we make every day to the lives of over 1800 young people in Bradford. You can read our full report on the Ofsted section of our website.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community. This was recognised by being awarded a TES award for Community and Collaboration.

We have two resourced provisions in our Secondary Phase (DSP); one for Physical Disability and one for Autism. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. As a member of our team, you will benefit from CPD that was recognised as exemplary, receiving a Platinum level Professional Development Quality Mark from University College London. We value our staff’s wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville
Executive Principal

For more information contact our HR department on 01274 256789 or email recruitment@bradfordacademy.co.uk

**Job Description**

Post Title: Catering Assistant

Salary: NLW

Standard Hours: 22.5 hours. 10am to 2.30pm

Timing: Term Time plus 5 Days

Responsible To: Catering Manager

We have a wonderful opportunity for a catering assistant to join our catering team.

* Previous catering experience is essential and that you have worked as part of a team before as we are a large team in a very busy kitchen.
* You have your Food hygiene level 2 (preferred, but not essential as training will be given)
* You have basic knowledge of health and safety practices within a catering environment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Tasks:

* To comply with all the appropriate legal requirements in the catering department.
* To assist, as directed, with all aspects of preparation and presentation of food to high specification and to receive any training as necessary.
* To ensure sufficient food supplies throughout service period.
* To operate the till during service periods as and when required.
* To assist at service periods on the main counter, whilst promoting a professional attitude.
* To maintain a high standard of hygiene and safety with the workplace.
* To inform the Catering manager if any area of the department both equipment or procedures contravene any health and safety legislations.
* To undertake all aspects in the cleaning of equipment – in accordance with the cleaning schedule with your signature when the task has been completed.
* To clean up any spillage’s immediately so as not to cause injury or accidents.
* To observe and comply with all Academy’s on-site rules and regulations.
* To report immediately any incidents of accident, fire, loss, theft, lost property, damage, unfit food or any other irregularities and take any action if possible.
* To ensure all timesheets are completed daily and details entered are correct.
* To report any customer complaints or compliments to Management.
* To always wear the correct uniform and protective equipment whilst on duty.
* To carry out any reasonable requests by Management.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information for Applicants**

**Safeguarding**

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children’s barred list check and section 128 check (where relevant). Please see our DBS Policy in the Academy Info/Policies area for our policy pertaining to the recruitment of ex-offenders.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

In accordance with Keeping Children Safe in Education the Academy will carry out an online search as part of due diligence on shortlisted applicants. This will be undertaken in accordance with Data Protection Act and the Equality Act.

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Visiting**

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

**Applying**

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of the form.

Please email to;

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

**Interviews**

Shortlisted candidates will be contacted within two weeks of the closing date.