

The South Wolds Academy and Sixth Form



Housekeeper/Catering Assistant Application Pack

February 2025



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Dear Applicant

Housekeeper/Catering Assistant

Thank you for your interest in this post.

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our “culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that “pupils achieve well within a culture of high ambition” and “teachers have high expectations of what pupils can achieve”. We are looking for someone who can make a major contribution to our great school and further enhance our students’ experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and use the “Additional Information” to section explain:

How your training and experience to date have prepared for you this post;

- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

We look forward to hearing from you. **The closing date for applications is 9.00 am on Monday 17th March 2025.** We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don’t delay in submitting your application.

If you have any queries then please contact Jo Egglenton by phone or email jegglenton@southwolds.uk

Yours sincerely

Halina Angus
Head Teacher

THE SOUTH WOLDS ACADEMY & SIXTH FORM
Church Drive, Keyworth, Nottingham NG12 5FF
Head Teacher: Halina Angus

South Wolds is a high attaining, semi-rural popular school located in the village of Keyworth in Nottinghamshire which is only 6 miles from West Bridgford. We are also a founding partner of the East Midlands Education Trust, committed to providing a first class education for all of our students.

Housekeeper/Catering Assistant
Scale 1, £23,656 - £24,027 per annum
Full time, all year round

Do you like variety, young people and working as part of a fantastic team? If the answer is yes then this role might be for you.

The South Wolds Academy & Sixth Form in Keyworth is seeking to fill the position of Housekeeper/Catering Assistant. This is a dual roll working with both the general housekeeping and catering teams.

The hours of work will be 10.30 am to 6.30 pm. You will work with the catering team between 12.15 and 2.15 pm and the rest of the time housekeeping.

This is a full-time position working 37 hours per week.

Previous experience in a school environment is not essential but a commitment to high standards of hygiene and cleanliness are. Previous experience in either catering, housekeeping or general cleaning would be an advantage but are not necessary.

You will need to demonstrate a commitment to working in a safe manner and be willing to undergo an enhanced DBS check. This role involves a lot of walking around and the laying out and putting away of furniture so you need to be physically able to meet those requirements.

Finally, you must be a good communicator, like working around young people and always willing to help your team when the unexpected happens.

We will train you in the specific aspects of the job, you just need to bring a willingness to learn, a good sense of humour and a friendly and approachable manner.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process.

If you would like further details or wish to apply, please visit [EMET](#) or e-mail jegginton@southwolds.uk for further details.

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Job Description

1. Title of Post:	Housekeeper/Catering Assistant
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2. Accountable and Responsible to: The Site Manager & The Catering Manager

3. Grade:	Scale 1
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4. Main Purpose of the Job:	
1.	<p>This will be a dual role supporting both the housekeeping and catering functions.</p> <p>For two hours each day the post holder will work with the catering team to assist in the production and service of school meals.</p> <p>For the remainder of the day the role will be general housekeeping including cleaning and maintaining the school in a safe condition.</p> <p>The role is all year round and during school holiday periods there will be no catering element, the hours will be allocated to housekeeping.</p>

5. Main Responsibilities of the Job - Catering	
1.	To assist the Catering Manager with the preparation and cooking of the school meals as required.
2.	Washing up of kitchen equipment and premises and washing of kitchen cloths.
3.	To maintain a good standard of hygiene throughout the kitchen
4.	To assist with any extra catering/hospitality required by the school other than the school meal.
5.	Serving students and staff using the tills offering a warm and welcoming approach and efficient service.
6.	Completion of necessary training and paperwork to comply with food hygiene regulation.

5. Main Responsibilities of the Job - Housekeeping	
1.	Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
2.	Emptying litter bins, etc., and removing waste to designated areas.
3.	Cleaning of toilets and washrooms to the required standard where allocated.
	Spray cleaning, scrubbing floors and re-sealing with polish.
4.	Using powered equipment where necessary.
5.	Clearing up after flooding and/or any other emergency cleaning.
6.	To provide quality assurance housekeeping checks.
7.	The weekly flushing of little used water outlets.
8.	Having due regard for the health and safety of allocated areas and reporting any concerns to the Site Manager.
9.	Where required assist with the cleaning of internal and external glass and windows.
10.	Replacing consumable items.
12.	Reporting incidents to the senior leadership team of the school and requesting assistance when necessary.
13.	Setting out furniture, etc, as requested by the Head of Establishment.
5. Main Responsibilities of the Job - Generic	
1.	Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate, safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of Health and Safety legislation.
2.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
3.	Fire warden duties including the operation of evacuating vulnerable individuals

Person Specification	Essential	Desirable
Basic literacy skills	Yes	
Experience of working in a school / college environment		Yes
Awareness of child protection and safeguarding policies		Yes
Previous housekeeping or catering experience		Yes
The ability to work alone or as part of a team	Yes	
Food hygiene certificate		yes
Basic computer skills (Word, Excel, Powerpoint, Email and Internet use)		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.