



Blackburn Central
High School



Part Time Catering Assistant Candidate Pack



Part of the

Oak 
Learning Partnership

Part Time Catering Assistant

Welcome from the Headteacher

Dear Candidate,

I am delighted that you have shown an interest in applying for this key post at our Ofsted rated GOOD school. We believe that our students should receive an excellent education with opportunities to succeed beyond their potential, encouraging them to become confident, independent young adults, balanced by compassion and respect for others.

I am immensely proud of our OFSTED inspection in December 2022, which graded Blackburn Central High School as "Good." This outstanding achievement is a testament to the dedication, hard work, and commitment of our exceptional staff, students, and parents/carers who collectively contribute to our school's success. The Ofsted report commends our school by informing us that: 'Pupils are proud to attend this school. They have warm and trusting relationships with staff. Pupils told inspectors that they appreciate the family atmosphere of the school, where everyone is equally valued. Leaders and governors have high expectations of what pupils can achieve. Pupils respond positively to the challenges set for them. They enjoy learning and achieve well.'

BCHS has the ambition, the expertise and the determination to ensure that our outcomes will continue to improve alongside developing the character education of our students. To do this, it is vital that we attract the right calibre of professional to work alongside our dedicated team of staff.

Therefore, we are seeking to appoint an exceptional Catering Assistant to help us continue this work.

Your role will include supervising pupils at lunchtime to ensure their safety, welfare and good conduct. You will be adaptive and proactive with a positive attitude and take pride in your work.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you.



Part Time Catering Assistant

Welcome from the Headteacher

Every member of staff receives bespoke CPD. We empower staff to take ownership of their career progression and we invest significantly in training, outreach work, nationally recognised leadership qualifications and research projects linked to the needs of our students and the school. Your wellbeing and professional development, in order to enhance your career, is a priority for us.

We continually monitor and pursue opportunities to manage workload effectively and promote a working environment that is supportive, enjoyable and positive for all. We are looking for a colleague who shares the clear vision that the child is at the heart of everything we do. One who can enjoy positive, professional relationships with young people and who demonstrates high levels of resilience and emotional intelligence. Every child is entitled to an outstanding education where they have excellent opportunities to achieve beyond their potential. We strive to develop the aspirations and values of every student and member of staff.

As a part of the Oak Learning Partnership, we are proud of what we have achieved so far and excited by the continuous improvements and changes here at Blackburn Central High School. This appointment will form a key element in the next phase on our journey. If you would like to join our excellent team, then we would like to hear more about you.


Visits to the school, prior to application, are both welcomed and encouraged. Please contact the school on **01254 505700** or by e-mailing **info@bchs.co.uk** to arrange an appointment.

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

I hope that when you have read the information enclosed, you will be encouraged to apply for this very important post. We look forward to receiving your application. Please visit our school website for further information. **www.bchs.co.uk**

Mrs Shanaz Hussain
Headteacher at Blackburn Central High School





"Pupils are proud to attend this school. They have warm and trusting relationships with staff. Pupils appreciate the family atmosphere of the school, where everyone is equally valued."

Ofsted Report, December 2022.

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Blackburn Central High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk



"Diversity is not just tolerated at this school, it is celebrated. Pupils and staff have won national recognition for the work that they have done to promote inclusion."

Ofsted Report, December 2022.



Part Time Catering Assistant

Salary: Grade B, SCP 2-3. Vacancy 1 actual salary £13,748 - £13,964 per annum; Vacancy 2 actual salary £11,686 - £11,869 per annum.

Hours: Term time only plus 5 days. See details below.

Job Description

Normal place of work: Blackburn Central High School, although you may be asked to contribute towards trust wide projects.

Normal working hours:

There are two vacancies with the following working hours/pattern:

Vacancy 1: 25 hours per week; 9.15am – 2.45pm Monday – Friday (to include a 30 minute unpaid lunch break).

Vacancy 2: 21.15 hours per week; 10.30am – 2.45pm Monday - Friday

Responsible to: Catering Manager

PURPOSE OF THE POST

- To provide and maintain quality food and beverage service to customers & assist in all general duties including food preparation and cleaning.

DUTIES AND RESPONSIBILITIES

- Take responsibility for service of food and beverages at all times.
- Replenish, clean and maintain high standards of food and beverage service to customers at all times.
- To ensure the unit is fully operational during listed service hours.
- Be flexible in assisting in the unit and other areas in response to business and customers' needs.
- To ensure all sales and display areas look attractive & clean and all products are available according to unit standards.
- Take ownership for all tasks and duties delegated to you, ensuring they are completed to the agreed standard.
- To demonstrate professional best working practices, positive attitude to your work, customers and colleagues.
- To ensure all employees work together as a team.
- To have a clear understanding of the equal opportunity policy
- To ensure all employees attend unit training and staff meetings.
- To communicate effectively with all team members and participate in all unit activities.
- Maintain a high standard of personal grooming throughout your entire shift and adhere to company rules and legislation regarding jewellery and personal appearance.
- Effective stock rotation, ensuring food quality checks are monitored.
- Correct storage foods, chemicals and disposables.

- All cleaning carried out in accordance with the unit – cleaning schedule signed and dated.
- Comply with all food safety management principles and procedures.
- Adheres to all the policy and procedures.
- Ensure full/correct PPE is worn/used as required.
- Demonstrate diligence whilst on shift and report any security/health and safety concerns to your manager immediately.
- To ensure efficiency and minimising wastage of food, disposables and energy.
- Comply with the hygiene health and safety regulations and to company and legal legislation.

It may be necessary to carry out other additional tasks as and when necessary at the same grade.

Catering Assistant Person Specification

CRITERIA		Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE	
<ul style="list-style-type: none"> Basic Food Hygiene Certificate. 		<ul style="list-style-type: none"> Experience of working within a catering environment. Experience of working within a school environment. Experience of using a cash register. Experience of working with young people. 	
CRITERIA		Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL			
		<ul style="list-style-type: none"> Knowledge of current food and hygiene legislation. General catering & customer service skills. Ability to work under pressure. Ability to work without close supervision effective interpersonal and verbal communication skills. Ability to work as part of a team or on one's own initiative. Good organisational skills. Ability to prioritise workloads and meet deadlines. 	
CRITERIA		Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL			
		<ul style="list-style-type: none"> Pleasant and approachable. Willingness to undertake any relevant training. 	



Blackburn Central

High School

Aspire and achieve

Blackburn Central High School

Haslingden Road
Blackburn
BB2 3HJ

01254 505700

info@bchs.co.uk

www.bchs.co.uk



Part of the

Oak 
Learning Partnership