

# TCAT



**Permanent  
Part Time Catering  
Assistant**  
**Broomfields Junior  
School**



**SERVE CHALLENGE EMPOWER**

## **POST OVERVIEW**

### **CATERING ASSISTANT**

The Catering Assistant role at Broomfields Junior School is an important role within The Challenge Academy Trust (TCAT), a successful and growing multi academy trust. The post holder will work primarily at Broomfields Junior School in Great Sankey as part of the Trust's new central catering provision.

The Catering Assistant will be supported by the TCAT Operations Manager and Junior Operations Support Officer to deliver a high-quality catering service for the pupils, staff and visitors at Broomfields Junior School.

- 1) Salary: TCAT Support Staff Scale – Grade 3 (£24,404 - £24,790 full time equivalent)
- 2) Part time (15-20 hours per week) working term time + 1 week.
- 3) As the role is term-time only, plus one week, this will be factored into the salary calculation with leave being taken in school holiday periods.
- 4) Local Government Pension Scheme – Cheshire Pension Fund.

## POST DETAILS

<b>Location:</b>	<b>TCAT – Broomfields Junior School</b>
<b>Job title:</b>	<b>Catering Assistant</b>
<b>Salary:</b>	TCAT Support Staff Scale – Grade 3 (£24,404 - £24,790 full time equivalent)
<b>Hours of Work:</b>	Part time (15-20 hours per week) term time + 1 week.
<b>Reporting to:</b>	Catering Supervisor
<b>Working relationships</b>	Headteacher Estates Team TCAT Catering Lead Data and Operations officer and TCAT central team Relevant suppliers and contractors

**Job purpose:**

The support the Catering Supervisor in the delivery of a high-quality catering provision for all students, staff and visitors.

To build excellent relationships with all stakeholders and actively promote the TCAT catering Provision.

To assist with the planning and preparation of tasty and nutritious meals in line with *school meals – healthy eating standards* and *food safety standards*.

## **JOB DESCRIPTION**

### **Key Responsibilities**

- 1) To assist the Catering Supervisor in the purchase, preparation, cooking and service of tasty and nutritious food at lunch time and at other times during the school day, which meets the needs of the students and staff.
- 2) To maintain excellent levels of health & safety and hygiene. To adhere to safe systems of work including COSHH and HACCP.
- 3) To undertake general school catering duties, which will include cleaning of the kitchen and servery, washing up, food preparation, waste management and the set-up of equipment including tables & chairs.
- 4) To assist with packing and unpacking of food and other goods and to ensure safe storage of goods.
- 5) To serve food and operate an electronic cashless till.
- 6) To assist with school events, such as theme days, open evenings, and other promotional activities.

### **Other Responsibilities**

- 7) To build excellent relationships with the Head Teacher, the Catering Manager, colleagues and students at the school.
- 8) To be aware of and comply with all policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- 9) To participate in training for relevant qualifications, including first aid.
- 10) To participate in the Trust Performance Management Process.
- 11) Support and promote the Trust ethos.
- 12) Undertake and other reasonable duties and responsibilities as required that are covered by the scope of the post.

### **Other information**

- This post is subject to an enhanced DBS check.
- This post will primarily be based at Broomfields Junior School but there may occasionally be travel required to other academies in the Trust

**REVIEW ARRANGEMENTS:** The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this Job Description from time to time and will consult with the post-holder at the appropriate time.

## PERSON SPECIFICATION

Criteria		Essential	Desirable	Assessment Method
<b>Relevant experience</b>				
1	Previous experience of working in a catering environment.	x		Application
2	Previous experience using electronic tills and a cashless system.		x	Application & Interview
3	Previous experience of food preparation in a catering environment.	x		Application & Interview
4	Experience of working in a school catering environment.		x	Application & Interview
5	Experience of working as part of a team.	x		Interview
<b>Qualifications</b>				
6	Basic reading, writing and arithmetic skills.	x		Application
7	Basic food hygiene certificate.	x		Application
8	Relevant qualifications in Food Safety, COSHH and Food Safety Management Systems.		x	Application & Interview
<b>Knowledge</b>				
10	A full knowledge of catering practices.	x		Application & Interview
11	Knowledge of current health and safety and food safety legislation.	x		Application & Interview

12	Knowledge of menu planning, including planning for special diets and allergens.		x	Application & Interview
13	A basic understanding of computer literacy.	x		Application & Interview
<b>Competencies</b>				
16	Communicate well with a variety of people and work as part of a team, including young children.	x		Interview
17	Ability to be trained in the operation of equipment.	x		Interview
18	Trustworthy and reliable, with excellent timekeeping.	x		Interview
19	Excellent personal hygiene.	x		Interview
<b>Commitment to Equal Opportunities</b>				
20	Understanding of and commitment to the principles and practice of equality, diversity and inclusion, both in relation to employment issues and to service delivery	x		Interview

Key: A = Application; I = Interview; T = Task

**NOTE TO APPLICANTS:**

Whilst all points on the specification are important, those marked as 'essential' are the key requirements for the role. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.