



# Welbourne Primary Academy



## Welbourne Primary Academy

Application Information Pack

## Catering Assistant



Working together to transform lives through education



## Principal's Welcome

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Dear Applicant,

Thank you for your interest in joining the Welbourne Primary Academy family. I am delighted to introduce you to our vibrant and inclusive school community.

At Welbourne Primary Academy, we believe in inspiring excellence and achievement through an innovative, relevant, broad, and balanced curriculum. Our vision is to open children's eyes to a life full of choice and opportunity, ensuring that every door remains open through quality first teaching. We aim

to develop curious and motivated learners who have the self-belief that they can succeed in whatever they choose to pursue.

Our values are at the HEART of everything we do: Happiness, Excellence, Aspiration, Respect, and Teamwork. These values guide us in creating a nurturing environment where every child can flourish.

We place great emphasis on community involvement. We believe that a strong partnership between the school, parents, and the wider community is essential for the holistic development of our students. We actively encourage parents and community members to participate in school events, volunteer opportunities, and collaborative projects. By working closely with our community, we create a supportive and enriching environment where every child can thrive.

Our Academy is a thriving, one-form entry school where new children and families quickly become part of our family community. The positive relationships between leaders, staff, and pupils support the progress of all students. We are committed to providing a range of rich learning experiences that prepare our children for a life full of choice and opportunity.

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We look forward to welcoming you to our school and invite prospective candidates to visit and explore the opportunities to join our team.

Warm regards,

Miss T. Lawson | Principal



## Job Description

<b>Job Title</b>	Catering Assistant
<b>Reports to</b>	Catering Operations Manager
<b>Salary/Grade</b>	Pathway 1
<b>Date Last Evaluated</b>	March 2021
<b>Core Purpose</b>	To ensure a high level of food preparation, cooking and service is maintained in line with expectations and policy for TDET and the individual academy. To ensure all legal legalizations are correctly followed & maintained in line with any TDET policies. To promote the TDET way at all times to all students, staff & visitors.

## Key Responsibilities

- Providing a courteous and efficient service to the students, staff, and visitors at all times.
- To maintain the high level of food preparation and service in line with legal requirements at all times
- To assist with the basic cooking of foods required to meet the daily menus needs
- To ensure the appropriate level of cleanliness, Food Hygiene and Health & Safety are met.
- To comply with any instructions from the head cook to the day to day duties required
- To ensure all food waste bins are emptied and cleaned on a regular basis throughout the day.
- To ensure a 'clean as you go' system is adapted throughout the department.
- To assist the Kitchen staff when sweeping and mopping the floor at the end of each shift.
- To promote a positive, friendly atmosphere within the department, offering a welcome to all students, staff and visitors.

## General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply



with all health and safety policies at all times.

- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



## Person Specification

<b>Attribute</b>	<b>Essential or Desirable</b>	<b>Assessment</b>
<b>Qualifications</b>		
Level 1 Food Hygiene	D	A/R
<b>Knowledge &amp; Understanding</b>		
Basic knowledge of food safety and hygiene.	E	A/I
Understanding of health and safety.	E	A/I
Good understanding of working in a catering environment.	D	A/I
<b>Skills &amp; Abilities</b>		
Work as part of a group and individually.	E	A/I/R
Ability to build professional relationships with young children, staff and other adults within the school.	E	A/I/R
<b>Experience</b>		
Good general education.	E	A/I/R
Working within a kitchen in a catering establishment.	E	A/I/R
Experience in high volume catering.	D	A/I/R
Experience of working with children.	D	A/I/R
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### Assessment methods

A – Application  
R – References

I – Interview

T – Task/Activity

L – Lesson Observation



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