



Washington  
Academy

# BUILD YOUR DREAM CAREER

Join our Team!



## RECRUITMENT PACK

**Catering Assistant**

Washington Academy, Sunderland

EXCELLENCE AND EQUITY WITH INTEGRITY

# WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Catering Supervisor at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity. We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy  
Chief Executive Officer of Consilium Academies.



Dear Candidate,

Thank you for expressing your interest in working at Washington Academy. Washington is proud to be part of the Consilium Academies, read on to find out more about trust. Once you have read this application pack, if you would like to visit us, please get in touch.

As our school continues to grow, we have a clear aim. That aim is to ensure our students have access to a dynamic and progressive learning environment. Our exemplary standards of behaviour and respect makes this possible.

Washington is an inclusive school and we are all committed to the following aims:

- Providing students with an exciting, engaging, and rich education;
- Recognising and celebrating the unique nature of every child in our community;
- Celebrating the successes of our Academy and our community to the full

We are seeking to appoint a candidate who shares our commitment to inclusivity and can ensure that all of our students can excel. We want someone who will ensure our students leave Washington Academy with an education that allows them to progress onto the next stage of their journey when they leave us and that they also have the skills needed for daily life.

We are looking for candidates who share our commitment to inclusive education and who would contribute to the genuine warmth of our school. We can offer robust career development opportunities. This includes unrivalled CPD delivered by lead educationalists live from our trust's centre for professional development.

The right candidate will be qualified, creative and vibrant. They will be fully committed to our aims. Moreover, they will be personable and therefore will contribute positively to the welcoming environment we are so proud that Washington has.

I cannot think of a better time to join our team.

I look forward to receiving your application.

Vicky Carter  
Head Teacher

# ABOUT THE SCHOOL

---



Washington Academy offers excellent learning experiences to all its students through a very diverse curriculum which caters for the needs of all. The academy opened new state of the art buildings in 2009 and endeavours to ensure all our young people enjoy their lessons in an inspiring learning environment.

Students, parents, staff and governors are proud of recent achievements here and, as well as helping students achieve the results they need to follow chosen career paths, has a huge and varied programme of activities and extra-curricular opportunities on offer.

Washington Academy is fully committed to each individual in our academy, recognising their uniqueness and individual potential. We have high expectations of all students in terms of behaviour and commitment to learning and of our parents in working with us as partners to support individual progress.

Our very strong links with partner primary schools ensures smooth transition from primary to secondary school, allowing a strategic approach to raising aspirations and generating further success.

Washington Academy is a place where all members of its community feel welcome, safe and experience a sense of belonging. We believe that only where this exists can learning and personal development progress successfully. Washington Academy is seeking to develop the whole person.

# ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development. Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

**WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:**

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- Access to the leading salary sacrifice car and home electronics lease scheme, exclusive to public sector employees
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspiration

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Catering Assistant
<b>REPORTS TO:</b>	Catering Manager
<b>BASED AT:</b>	Washington Academy
<b>GRADE:</b>	Grade 2 SCP 3 – 4
<b>MAIN PURPOSE OF THE ROLE</b>	
<ul style="list-style-type: none"><li>To assist and contribute to the delivery of a quality school catering service.</li></ul>	
<b>CORE RESPONSIBILITIES &amp; TASKS</b>	
<ul style="list-style-type: none"><li>Assist in providing a quality school catering service to all our customers by providing an efficient and helpful service at all times, responding to customer comments and complaints in a positive pro-active manner.</li><li>Assist in the basic preparation and cooking of food and beverages.</li><li>Preparing, setting up and clearing of dining room before and after service including where necessary the movement and storage of dining room furniture.</li><li>Assist in the cleaning of kitchen equipment, dining furniture, and prescribed kitchen and dining areas as scheduled in the cleaning rota to ensure set hygiene standards are achieved.</li><li>Setting up service counters and displays and the service of food and beverages ensuring correct portions served and food arranged attractively on the plate.</li><li>Washing, drying and the storage of crockery and kitchen utensils.</li><li>Assist in the receipt and storage of deliveries.</li><li>Removal of kitchen waste to prescribed refuse collection areas.</li><li>Ensure the correct tariff is charged, correct monies taken and cash is held securely at all times (relevant where cash systems in operation).</li><li>Able to attend meetings / training courses as required.</li><li>To undertake any other such duties that are reasonably commensurate with the level of this post.</li><li>The post holder must carry out their duties with full regard to the Trust's Equal Opportunities and Health and Safety policies.</li></ul>	
<b>CORPORATE RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</li><li>To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities</li><li>To plan, monitor and review health and safety within areas of personal control</li><li>To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date</li><li>To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues</li></ul>	
<b>ADDITIONAL NOTES</b>	
<ul style="list-style-type: none"><li>The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.</li><li>An Enhanced DBS Check will be requested on successful application to a position at the Trust.</li></ul>	

## PERSON SPECIFICATION

<b>Qualifications and CPD</b>	<b>Essential</b>	<b>Desirable</b>
Basic literacy, numeracy, written and oral communication skills	<b>X</b>	
Must be willing to undertake and gain Basic Food Hygiene Certificate	<b>X</b>	
<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working within an educational setting		<b>X</b>
Basic food preparation skills	<b>X</b>	
Able to demonstrate excellent customer service skills	<b>X</b>	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Must be able to communicate effectively with customers and colleagues and demonstrate the ability to understand simple written instructions	<b>X</b>	
Must be able to demonstrate an awareness of a high standard of hygiene both operational and personal	<b>X</b>	
Must be able to demonstrate an awareness of safe working practices within the working environment	<b>X</b>	
<b>English Fluency</b>		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	<b>X</b>	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognized institution abroad.		<b>X</b>