

# General Catering Assistant (Permanent)



## *The magic's here. Can you feel it?*

*We're proud of our fantastic school and the wonderful community it serves. The Henbury Court family is unique; once you join our school, whether you are a child or a member of staff, you become part of a wide support network that acts just like a real family, supporting you in all aspects of school life.*

*In our community, we are the school of choice due to our inclusive, caring approach to education – judged to have a 'good' behaviour, PD and Early Years offer by OFSTED in October 2025.*

*Diversity and inclusion are the foundation of everything we do here at Henbury Court. Our values are based around teamwork, confidence, playfulness and responsibility. Our children can tell you all about how they fit into daily school life.*

*Our school is looking to appoint an ambitious, hardworking General Kitchen Assistant who can craft their understanding of Catering to support the Kitchen Manager. In return, you will become part of a stable staffing body led by an experienced team working within a collaborative and supportive MAT.*

## **Our Goals:**

- Regardless of background, prior attainment or SEND, all children thrive
- Children understand and embody the components of successful learning and use these to further their own success
- Children with SEND are rapidly identified and given the support needed to make steps of progress
- Children learn in a safe, happy and nurturing environment where they can successfully self-regulate
- All our children have access to quality teaching of a broad, enriched and challenging curriculum

- Attainment gaps are closed between our most vulnerable pupils and other pupils in the school
- Parents, carers and the community are valued as co-educators of our pupils
- Leaders are developed and supported to drive school improvement
- Collaborative work exists within the Trust where best practice is valued and shared

## Henbury Court Primary is:

- A school with an energised and ambition team who are seeking to grow the school so it can realise its potential
- A school with a full Nursery, educating children from 2 -11 years old
- A school with 'good' behaviour, PD and EYFS
- Committed to ensuring staff wellbeing and satisfaction are at the centre of what we do
- A member of Amplify Education (Academies) whose principal purpose is to create inclusive education communities that provide excellent education and excellent outcomes for children and young people.
- A school with a strong ethos of inclusion and diversity
- Situated in North Bristol, by Cribbs Causeway and the M4/M5 junction

### Job Description

**Salary:** BG4, N3

**Contract:** Permanent / Part Time / Term Time Only + 4 Cleaning Days

**Hours:** 9.15 am to 1.30 pm Monday to Friday, 22.5 total weekly hours

**Responsible to:** Catering Operations Manager

**Purpose:** To always deliver the highest standards of food quality and service within the framework and guidelines set out by the Catering Operations Manager and School Kitchen Manager.

## Responsibilities of the Role

### Primary Responsibilities:

- Prepare the dining area, including moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- Prepare the service area, hot cupboards, and other equipment in the dining centre for the efficient and effective service of the meal.
- Prepare and serve dishes to standard recipes and agreed standards to ensure consistency and meet budgetary requirements.
- Clean all catering areas and equipment daily to standards set out by The Trust.
- Undertake training as required.

- Carry out record keeping as necessary to ensure compliance with food safety and HACCP regulations and inform the Kitchen Manager of any defects, hazards or food hygiene concerns relating to equipment, facilities, or premises.
- Provide temporary cover to another Trust school within a reasonable geographical distance. Transfer permanently to another school within a reasonable geographical distance and with reasonable notice.
- Carry out related duties to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient.
- Undertake any other duties that may be required for the effective operation of the Catering establishment. This may include cash collection and banking.

**General Responsibilities:**

- Work in compliance with the Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities, and inclusion.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping, and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and head teacher.
- You may be asked to work across the Trust Inhouse Catering provision from time to time.

## Person Specification

CRITERIA	ESSENTIAL (MUST)	DESIRABLE (SHOULD)
<b>KNOWLEDGE AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of food handling, storage, and hygiene regulations to maintain high standards of safety.</li> <li>• Understands and respects dietary needs related to allergies, intolerances and religious or cultural practices.</li> <li>• Experience listening carefully, following guidance accurately and adhering to established processes and standards.</li> <li>• Experience of engaging with children of all ages.</li> <li>• Experience ensuring food is presented attractively and consistently, showing care and professionalism.</li> <li>• Recognises the importance of safeguarding and contributes to creating a safe environment for children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Food hygiene certificate level 1 &amp; 2 or equivalent.</li> <li>• Culinary experience in a professional setting.</li> <li>• An understanding of Food Standards for Schools, the School Food Plan and other relevant schemes and regulations.</li> </ul>
<b>SKILLS AND ABILITIES AND</b>	<ul style="list-style-type: none"> <li>• A commitment to comply with all relevant regulation and legislation in relation to kitchen management, food preparation and serving including Health and Safety, Food Hygiene.</li> <li>• Remains calm and efficient under pressure, managing tasks promptly and accurately.</li> <li>• Great communication and organisation skills.</li> <li>• Impeccable personal hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability and willingness to engage with the school in growing produce for kitchen use.</li> <li>• An interest in cooking for different cultures.</li> <li>• Ability to influence children's healthy choices.</li> <li>• Use of initiative to deal with routine issues and problems without recourse to supervisor.</li> </ul>

## Safeguarding

Amplify Education (Academies) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

The Trust is committed to Safeguarding and Promoting the welfare of all children.

Each student's welfare is of paramount importance.

**The Trust's Child Protection and Safeguarding Policy apply to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our website: [www.amplifiededucation.co.uk](http://www.amplifiededucation.co.uk)**

The five main elements of our policy are to:

- ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

#### **Safer Recruitment:**

Amplify Education (Academies) is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice are in line with the Department for Education's 'Keeping Children Safe in Education' Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the position.

*We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion*

