



BEDE ACADEMY

Emmanuel Schools Foundation

Catering Assistant (Secondary Campus)

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

I am thrilled to see your interest in applying for the role of Catering Assistant at Bede Academy, Secondary campus.

We believe ours is a truly exceptional school. As an all-through school, we serve students through their Nursery, Primary and Secondary educations. As a Christian-ethos school of character for the whole community, everyone is welcome at Bede Academy whatever their background, or ability, or faith position. We are all united behind a clear moral purpose as summed up in Christ's offer of 'life in all its fullness' John 10:10. As a result, we are a school where staff are fully committed to ensuring that they provide the very best teaching, learning, individual support and enrichment opportunities for our students.

At Bede Academy, we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn, in both Primary and Secondary phases. As a result, students across our Primary achieve very high standards of attainment – often significantly above regional and national standards. These high standards of academic success, underpinned by high levels of student attendance and behaviour are maintained because of a relentless commitment to high expectations both inside and outside of the classroom by all staff.

We focus on the holistic development of young people. Who a child becomes when they leave Bede matters just as much as their academic achievements. Outstanding teaching goes hand in hand with rich opportunities for character development. By putting character development at the heart of our mission, we seek to show students that our community is enriched by their willingness to use their gifts to serve others. A good work ethic, mutual respect and responsibility are key qualities which are nurtured in Bede Academy students of all ages, as we recognise that all are made in the image of God.

We truly believe that Bede Academy is a great place to learn as a student, and a great place to work as a member of staff.

If this role, and our Secondary school excites you and aligns with your moral purpose, experience and ambitions then do not hesitate to contact us to explore this further.

Andrew Thelwell

Principal, Bede Academy

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

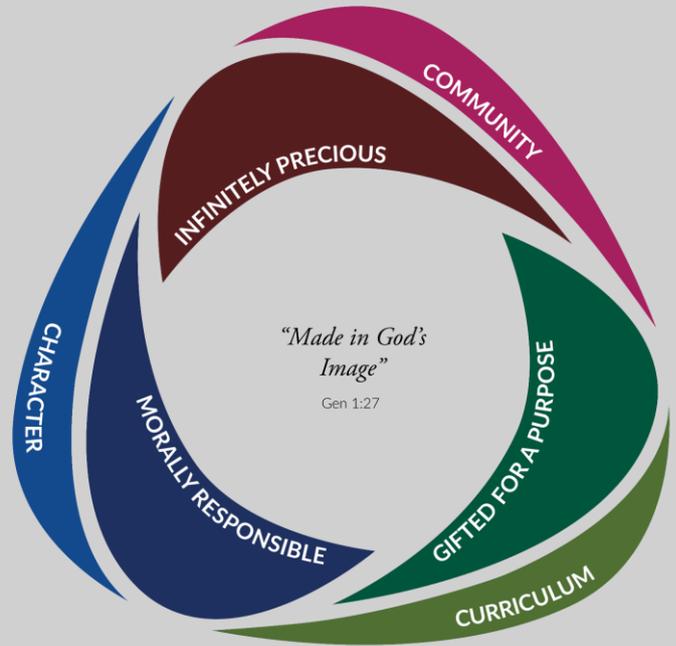
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





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ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”

A young woman with blonde hair, wearing a green school blazer, white shirt, and striped tie, is sitting at a desk. She is focused on painting a drawing on a piece of paper with a brush. The background shows a bulletin board with various papers and a yellow and blue border.

“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

This role reports to the Catering Manager and Catering Supervisor, to provide an efficient, effective and quality catering service.

Main Responsibilities are to carry out or assist with the following to the standard specified by the Catering Manager:

- The preparation and presentation of food and basic cooking.
 - Serving of food and operation of till and promote a friendly atmosphere. Ensuring that all control systems relating to cash and stock are operated correctly and complied with.
 - Preparation of the Service Counters and load with plates and meals, as necessary, and to ensure sufficient supplies throughout the service period.
 - To ensure that all Regulations regarding Hygiene, Safety and Cleanliness are complied with in tasks undertaken.
 - To ensure duties are undertaken in accordance with the work schedule and customer requirements.
 - To ensure that the tables are left as clean as is reasonably practicable and adequately stocked during service times.
 - To undertake all aspects in cleaning equipment (light and heavy), walls, floor, fixtures and fittings, pots, pans, cutlery, crockery, glassware, etc.
 - To check menu daily and notify any insufficiencies to Catering Manager / Catering Supervisor
 - To ensure the highest standard of personal hygiene and cleanliness and a smart appearance is maintained.
 - To assist with kitchen duties as directed.
 - To relieve and assist from time to time with duties as requested.
 - To report immediately to the Catering Manager / Catering Supervisor any unsafe procedures, working practices, unfit food or other irregularities and unsafe machinery, including any dangerous occurrences, near misses and accidents.
- To attend to any reasonable request by the Management.
 - To assist at any special function, which may occasionally, occur outside normal working hours.
 - To report all customer comments and take some remedial action if at all possible.
 - To comply with all Academy and site rules, regulations, procedures and policies.
 - The above duties and responsibilities cannot totally encompass or define all tasks which may be required of the incumbent. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility; these factors are reflected in the post grade
- All post holders are required to comply with Health and Safety policies and legislation.
 - Any other reasonable duties as requested by the Principal.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.

THE PERSON

Qualifications and Training

Candidates must have:

- Basic Food Hygiene Qualifications

Experience

Applicants must have catering experience (including preparation of food and basic cooking). Experience of working in a school environment, good customer service experience and being involved in functions and large scale events would be desirable.

Knowledge and Skills

You will have knowledge of hygiene standards and basic knowledge of Health & Safety. Experience of a cashless meal system would be beneficial.

Motivation

Evidence of learning beyond the workplace is desirable.





APPLICATION DETAILS

Vacancy Details

Salary: £17,718 pa actual (NLW)

Start date: ASAP

Location: Bede Academy, Sixth Avenue, Blyth, NE24 2SY

Working Terms: 32.5 hours per week, Monday to Friday 7:30-14:30, Term time only plus 5 working days, Permanent

Deadline

Closing date: **Tuesday 3 March, 9:00am**

Interviews to be held: TBC

How to apply:

For further information, please visit www.bedeacademy.org.uk or call HR on 01670 545111 (option 2) or email recruitment@bedeacademy.org.uk.

A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

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FOUNDATION

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