



RECRUITMENT PACK

Together we Belong, Believe, Become



WELCOME FROM THE CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'. As a community of schools, we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued. As a result of our newly founded values, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of three children at primary, secondary and apprentice level, I know how important young people's educational journey is. Education is about far more than what happens in the classroom; it is about every aspect of a child's experience while in our care – their sense of belonging, wellbeing, personal development, aspirations, relationships and opportunities to grow into confident, capable young adults.

As CEO of Ascend Learning Trust and Ascend Learning Trust Enterprise Ltd, I am fully committed, alongside our dedicated staff, to ensuring that every child and young person benefits from the highest quality provision, support and opportunities, enabling them to thrive both academically and personally.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager/ Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment. Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk We hope you will feel inspired to apply to work within the Trust.

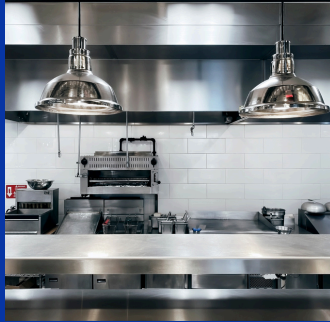
Yours sincerely

Jane Coley

Ascend Learning Trust | Enterprise Ltd CEO

Together we Belong, Believe, Become

JOB DESCRIPTION



The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

Job Description

Role Summary: To assist in the preparation, serving, and cleaning of food service areas within the school kitchen, ensuring high standards of food safety, hygiene, and customer service are maintained at all times.

Key Responsibilities:

The post holder may be requested to undertake any but not necessarily all of the following duties as directed by the Office Manager and according to the school's needs.

- Assist with basic food preparation, including washing, peeling, chopping, and portioning ingredients.
- Set up serving counters and dining areas ready for meal service.
- Serve food and beverages to pupils, staff, and visitors in a friendly and efficient manner.
- Operate tills and handle cashless payment systems where required.
- Maintain cleanliness of kitchen, dining areas, equipment, and utensils.
- Wash dishes, pots, pans, and kitchen equipment using manual and mechanical methods.
- Follow all food safety, hygiene, and health and safety regulations.
- Store food correctly and assist with stock rotation following the "first in, first out" principle.
- Assist with receiving and storing deliveries.
- Dispose of waste appropriately and support recycling initiatives.
- Report any equipment faults, hazards, or incidents to the Catering Manager.
- Support special events, themed lunches, and school functions as required.
- Work collaboratively with colleagues to ensure smooth kitchen operations.

Ad Hoc

Undertake any other reasonable duties as determined by the Chef Manager, or Services Operations Manager.

Person Specification

Essential Qualifications

- GCSE or equivalent in core subjects or evidence of practical application
- Food Hygiene safety certificate level 1 and 2 (or willing to obtain)
- Understanding of health and safety and allergen awareness
- Experience in catering, food preparation, cleaning, or customer service
- Understanding of safeguarding in schools
- Experience working in a school, educational or public sector catering environment desirable.

Knowledge & Skills:

- Culinary and food preparation skills.
- Organisational and time-management abilities.
- Ability to work independently and as part of a team.
- Attention to detail and commitment to quality.
- Customer-focused approach.
- Ability to maintain confidentiality and professionalism.
- Safeguarding and GDPR training
- Ability to remain calm under pressure
- Ability to plan and manage own workload
- Excellent organisational skills
- Competent with Excel, Word, Microsoft Office

Personal Qualities

- Professional integrity and discretion
- Ability to work independently and as part of a wider catering team
- Commitment to supporting the Trust's vision and values
- Resilient, adaptable, and solution-focused
- Team Player
- Willingness to learn
- Stamina, drive, energy, enthusiasm and determination to succeed.
- Commitment to excellence and high expectations
- Commitment to student safety and safeguarding
- Sense of humour

Enterprise Ltd

Enterprise is a dedicated organisation proudly supporting the schools in Ascend Learning Trust. Our teams play a vital role in creating safe, welcoming and inspiring environments where pupils and staff can thrive every day.

Working closely with school leaders, we deliver high-quality facilities management, nutritious catering services and exceptional cleaning standards that underpin excellent teaching and learning. From maintaining school buildings and grounds to providing healthy meals and ensuring clean, safe spaces, our work makes a real difference to the lives of young people.

Everything we do is guided by the Trust's vision of Believe, Belong, Become.

- Believe – We believe in providing environments and services that enable every child and colleague to succeed.
- Belong – We foster inclusive, safe and welcoming school communities where everyone feels valued and supported.
- Become – We continually strive for excellence, helping our schools grow and develop so that every pupil can become the very best version of themselves.

Our people are at the heart of our success. We are committed to developing talented and dedicated colleagues who share our passion for service, teamwork and making a positive impact in education.

Joining our organisation means becoming part of a supportive team where your contribution is valued and where you can help shape exceptional learning environments for the future.



Ascend Learning Trust

Welcome to Ascend Learning Trust, where we pride ourselves on our core motto 'Together we Belong, Believe, Become'.

As a community of schools we strive to achieve this through our relentless commitment to our values of 'Compassion, Aspiration, Respect, Dedication and Integrity' for all of our students, with the potential of every individual within our community valued.

Compassion

To always show kindness, inclusivity and empathy to each other and to encourage others to behave this way. To care for those around you and to consider the needs of all.

Aspiration

To 'dream big' and to set your goals with no limits. You work hard towards your goals and follow your dreams and always believe that anything is possible.

Respect

To treat everyone as you would always wish to be treated in both words and actions. This means listening to others, appreciating differences, showing kindness and always being considerate.

Dedication

Always try your very best to commit to and achieve all of your goals and never give up even when things are tough. Face challenges courageously and keep focused on your goals.

Integrity

Holding true to what you believe in and act in a way that shows this. Always be honest and if you are in the wrong accept feedback and apologise.

Our vision at Ascend Learning Trust is to create a sense of belonging for everyone. All our young people receive a holistic world-class education regardless of where they come from or their life challenges. They will leave their Ascend community with outcomes that opens doors to a fulfilling and successful future.

Together we **Belong, Believe, Become**



HOW TO APPLY

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

If you would like to arrange a visit to the school, or for more information about applying, please contact the recruitment team on 01793 781485.

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link:

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