

Applicant

Midday Supervisor/Catering Assistant

Pack





Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



JOB SUMMARY

Under the direction of the Principal, Office Manager and Catering Manager the post holder will be responsible for the safety, welfare and good conduct of the students during the midday break. The postholder will also serve food and must have a good awareness of allergies.

MAIN DUTIES AND KEY RESPONSIBILITIES

- Under direction of the Catering Manager assist in the preparation and serving of food, taking into account any individual students dietary requirements and allergies in line with National Nutritional Standards and legislation.
- Comply with agreed Health & Safety policies and COSHH regulations with regard to food, equipment, materials and general safety.
- Always follow safety guidelines when operating kitchen equipment and report any defects immediately upon detection, to the appropriate senior staff.
- Adhere to all procedures within the schools catering operations manuals.
- Report any accidents or incidents to the Cook Supervisor.
- Maintain high standards of cleanliness in all areas of work, including personal hygiene, appearance and work uniform.
- Ensure the preparation and serving space is hazard free and counter presentation is appealing to students.
- Clean all spillages (which could include bodily fluids) and ensure that tables/floors are clean during meal times as required.
- Assist with the setting up of dining room furniture and/or putting away dining room furniture as required.
- Supervise students in the dining hall. Follow school policies by reinforcing acceptable behaviour of students to ensure good order and discipline is maintained throughout the lunchtime.
- Ensure all incidents involving students welfare and/or behaviour are reported to appropriate staff.
- To encourage pupils to develop healthy eating habits and good manners.
- Build positive relationships with students to ensure a calm, sociable atmosphere over lunchtime.
- Build positive relationships with catering staff, teachers and support staff.
- To have an awareness of Opal (Outdoor Play and Learning) and the impact this has on our school and the students.

On occasion the post holder may be asked to assist with the following:

- Assist in ensuring all equipment, utensils and crockery are washed in a timely manner.
- Assist in the storage and rotation of food stocks.
- Supervise students in playground or classrooms (during times where the children may not be able to play outside) providing activities that will keep pupils calm as required.

Job Description & Person Specification

Requirements of all Staff:

- To promote and uphold the School/Trust Mission Statement, values and strategic aims and objectives.
- To comply with the Trust/School's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the School's Performance Management Review scheme and undertake professional development as required.
- To be a positive role model.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or designated alternate.

Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Pinnacle Learning Trust reserves the right to revise this job description at any time.

Alexandra Park Junior School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment in every aspect of their work.

Pinnacle Learning Trust is an equal opportunities employer

	Essential	Desirable	Method of Assessment
Experience			
Experience of working in a primary school or education setting.		✓	Application/Interview
Experience of working with children	✓		Application/Interview
Ability to work under supervision and as a member of a team	✓		Application/Interview
Experience of preparing and cooking food in a work, home or voluntary environment	✓		Application/Interview
Experience of working within school kitchens and serving meals to students		✓	Application/Interview
Cleaning experience in any environment	✓		Application/Interview
Interpersonal skills to communicate well with students and to command attention	✓		Application/Interview/References
Ability to be flexible and to work on own initiative within school guidelines	✓		Application/Interview/References
Experience of following instructions, procedures and policies	✓		Application/Interview/References
Ability to deal with minor injuries	✓		Application/Interview
Skills and Knowledge			
Have an understanding of allergens and potential hazards faced if a child ate a food item they were allergic to, or a willingness to learn and understand this		✓	Application/Interview
Written/oral skills to be able to communicate allergens within foods	✓		Application/Interview
Literacy skills to be able to read and follow instructions, policies and procedures	✓		Application/Interview
Ability to prep/cook/serve a range of healthy food options	✓		Application/Interview
Have an understanding of potential hazards faced working in a school kitchen and the need to follow the procedures on Health & Safety, COSHH, manual handling, cleanliness etc	✓		Application/Interview
Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for students	✓		Application/Interview
Some knowledge of student's games and activities	✓		Application/Interview
Understanding of confidentiality and why this is important in a school	✓		Application/Interview
An understanding of OPAL (Outdoor Play and Learning)		✓	Application
Knowledge of another language, e.g. British Sign Language, Urdu or Polish		✓	Application

Education and Qualifications			
Level 2 Food hygiene certificate or willingness to achieve within induction period	✓		Application
Minimum Level 2 qualification in numeracy and literacy (i.e. GCSE Maths and English at grade c or above) or able to demonstrate level of ability	✓		Application
First Aid qualification		✓	Application
Attitude and Personal Qualities			
Initiative to respond to unexpected problems using recognised procedures and policies as a guide	✓		Application/Interview/References
Patience and ability to remain calm	✓		Application/Interview
Accuracy and attention to detail			Application/Interview
Suitability to work with children and an understanding why safeguarding is important when working with children and young people	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/References
To work occasionally out of hours, work to support school functions	✓		Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





**To find out
more or to
apply:**

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