

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An integrated Trust with strong leadership at all levels in delivering outstanding educational outcomes, empowering pupils, parents, and staff to strengthen our community even further.

JOB DESCRIPTION

Job Title:	Catering Assistant
Salary:	£ 25,208 FTE (Group 1) 1 x Full Time, Permanent, Term-Time (38 weeks) only 1 x 0.6 Fixed Term for 1 year, Term-time (38 weeks) only
Base:	Lampard Community School

Main Purpose of Job:
To provide support in the preparation, cooking and serving of food and beverages plus related catering duties, acting as relief cook when required

Main Duties and Responsibilities:
<ul style="list-style-type: none"> • To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager/Cook-in-charge • To assist at in house catering functions where relevant • To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations • To assist in devising menus to ensure a variety of meals are offered in the school, catering for dietary requirements as appropriate in the absence of the Catering Manager/Cook-in-charge • To support in the preparation of the dining area to include moving and setting up tables and chairs and setting trolleys • To support the preparation of the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and hygienically • To load dishwashers and to wash dishes and all other catering equipment • To clean all catering areas to required standards as directed • To assist in the checking of food deliveries and storing foods appropriately as directed by the Catering Manager/Cook-in-charge • To inform the Catering Manager/Cook-in-charge of any defects in equipment, suspect food or other concerns relating to food safety

General – applicable to all Trust roles:

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the academy's and the Trust's pupils at all times
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To adhere to Trust values and behaviours
- To be aware of and adhere to all Trust policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

Person Specification:			
	Essential	Desirable	Recruiting method
Education and Training	Attainment of GCSE qualifications in Maths and English (or be able to demonstrate an equivalent level of numeracy and literacy skills)	Food and Hygiene Certificate	Application
Skills and Experience	Basic experience in the food industry Practical skills Organisational skills Ability to undertake Food and Hygiene Certificate		Application/ Interview
Specialist Knowledge and Skills	Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of allergens	Application/ Interview
Behaviours and Values			Application/ Interview

Special Conditions related to the post:

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All employees will be required to undertake mandatory training required by the Trust.

Trust Benefits:

Our Trust is committed to providing employee benefits that motivate and reward our employees. Our benefits include:

- A competitive salary
- Attractive terms and conditions including holidays
- Eligibility to join the local government pension scheme/Teachers pension scheme
- Family friendly policies
- Local and national discount schemes and initiatives
- Continued professional development support
- Flexibility to work across the Special Partnership Trust, the largest SEN provider in the county □
Support for the wellbeing of staff