



RECRUITMENT PACK

School Catering Officer (Cook)

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WELCOME FROM CLAIRE HUNT, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Augustine's RC High School I hope you find the information in this recruitment pack both informative and inspiring.

Thank you for your interest in joining St Augustine's RC High School.

St Augustine's is a vibrant and outward-looking Catholic school rooted in Gospel values and the teachings of the Church. Christ is placed at the centre of all that we do, shaping a culture built on humility, compassion and recognition of the dignity of every individual. Our mission is lived out daily through our commitment to act humbly, love tenderly and seek God in all things.

We are proud of our strong reputation for high standards, excellent behaviour and exceptional pastoral care. Our pupils are ambitious, enthusiastic and deeply committed to their learning, and they are supported by a dedicated team of staff who work tirelessly to help every child fulfil their God-given potential. Our curriculum is broad, balanced and inclusive, ensuring that all pupils — including those with additional needs — are known, nurtured and challenged.

Our Catholic life and mission shapes every aspect of school life. This was recognised by the Diocese of Salford, who judged the school to be outstanding in all areas, praising our leadership, our sense of community and the exceptional quality of pastoral support offered to our pupils. Ofsted has also affirmed the strength of our provision, highlighting the positive relationships, strong community spirit and the high levels of success our pupils achieve as they prepare for their next steps.

If you are considering joining us, I hope this recruitment pack provides a sense of the values, aspirations and culture that define our school. We are a welcoming, hardworking and supportive community, and we look forward to welcoming colleagues who share our commitment to excellence, faith and service.

We look forward to receiving your application.

Claire Hunt

WELCOME FROM FRANCIS HINDLE, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

St Augustine's is an oversubscribed mixed 11-16 Roman Catholic High School. From our original intake of 450 pupils in 1963 we have grown steadily in popularity and are now one of the largest Catholic high schools in Lancashire. Our location is enviable. Surrounded by fields, with Pendle Hill as a backdrop, we enjoy a beautiful rural setting. Billington is a short walk from the ruined twelfth century Cistercian Abbey of Whalley, one of the most attractive villages in the Ribble Valley. The school is also a short drive away from the market town of Clitheroe, dominated by its little castle, and the Pendle villages associated with the seventeenth century witchcraft trials. The Ribble Valley is a lovely part of the world, often listed in the "Best Places to Live in the UK" surveys, and despite being largely rural, its population is rising.

The school has a large catchment area. We have ten partner primaries, four of which are small rural schools. Around 95% of the Year 6 pupils in our partner primaries move on to us. The socio-economic profile of our intake is diverse and reflects our comprehensive nature. In December 2022, St Augustine's joined the Romero Catholic Academy Trust, one of the three Multi Academy Trusts (MAT) established by the Salford Diocese. You can find out more at www.romerocat.com

If you are the successful candidate, you will be a welcome addition to our school. Our school website, www.sarchs.com, has a wealth of information about life at St Augustine's so do please take a look at it if you would like to learn more about our school.

Yours faithfully,

Francis Hindle

JOB ADVERT

CATERING OFFICER (COOK)

PERMANENT/ PART TIME 30 HOURS PER WEEK/ TTO + 4 DAYS

GRADE 3, SCP 3-4/ £24,796 - £25,185 FTE (PRO RATA £17,358 - £17,630)

RESPONSIBLE TO: CATERING MANAGER

MAIN LOCATION: ST AUGUSTINE'S RC HIGH SCHOOL

REQUIRED TO COMMENCE: ASAP

At Saint Augustine's, we want our young people to act justly, love tenderly and recognise God in their lives. Working with families, we will educate children in accordance with the principles and teachings of the Catholic church.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Augustine's RC High School, are seeking to recruit an efficient and effective Catering Officer who will support with the preparation, cooking and service of a varied range of meals. Please see the job description for further details.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01254 823362** or info@sarchs.romerocat.com.

If you wish to apply, please do so via My New Term, our recruitment platform

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	29/06
Interview Date	03/07

CATERING OFFICER (COOK)

JOB DESCRIPTION

JOB PURPOSE

The jobholder will assist with the preparation, cooking, delivery and serving of a varied range of meals. This may include the preparation of ingredients and cooking of meals in accordance with recipes, menus or production plans, the organisation of the serving of food, the laying of tables, the setting-up and clearance of service and dining areas, general cleaning and washing-up duties and the storage of deliveries. The jobholder may also operate a till, cash register or similar. The jobholder may also undertake clerical duties associated with record keeping and stock control and may direct and / or supervise other employees

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

ACCOUNTABILITIES/ RESPONSIBILITIES

In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded catering role.

1. Direct and/or supervise other employees
2. Preparation of ingredients.
3. Cooking and service of a varied range of meals in accordance with recipes, menus or production plans.
4. Organisation of the serving of food and drink.
5. Safe use of catering equipment & machinery.
6. Laying of tables, setting-up and clearance of service and dining areas.
7. General cleaning and washing-up duties
8. Storage of deliveries
9. Ordering supplies.
10. Undertake clerical duties associated with record keeping and stock control.
11. To attend meetings and training sessions as required
12. To be responsible for the health and safety of themselves and others
13. To work within school policies and procedures

NOTE

Duties at the same level of responsibility may be changed or added to the list of key duties at any time to meet changing circumstances.

Employees will have a flexible approach in terms of working hours and patterns of work dependant on the needs of the school.

CATERING OFFICER (COOK)

PERSON SPECIFICATION

	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications		
Recognised catering qualification	D	A / I
Skills, Knowledge and experience		
Menu planning	D	A / I
Stock control	D	A / I
Catering for large numbers	D	A / I
Supervision of staff	D	A / I
Knowledge of food costing and stock control	D	A / I
Knowledge of specialised diets	D	A / I
Knowledge of basic hygiene	D	A / I
Understanding of basic nutritional needs of clients	D	A / I
Understanding of correct use of kitchen equipment and utensils	D	A / I
Awareness of Health & Safety requirements.	D	A / I
Knowledge of the cultures and religions of the local community and ability to work across cultures	D	A / I
Other		
Display the School values and behaviours at all times and actively promote them in others	E	A
Commitment to equality and diversity	E	A / I
Commitment to health and safety	E	A / I
Essential car user	E	A
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I
Commitment to undertaking in-service development	E	A
Note: We will always consider your references before confirming a job offer in writing		

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

CATERING OFFICER (COOK)

HOW TO APPLY

If you would like to find out more about the position, please contact the school office on 01254 823362 or via the email info@sarchs.romerocat.com

If you wish to apply, please do so via My New Term, our recruitment platform

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

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