



**Gladstone Primary**  
Academy



## **Gladstone Primary Academy**

Application Information Pack

## **Catering Assistant/Kitchen Porter**



## Principal's Welcome

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Dear Applicant,

Thank you for considering a position with us at Gladstone Primary Academy. We are excited to share our vision for a vibrant and multicultural learning community where every child is happy, feels valued, and experiences success.

At Gladstone, you will be part of a dedicated team that contributes to a stimulating and challenging environment. Our aim is to foster confidence and eagerness to learn among our pupils, and every role in our academy is vital in helping the children realise their potential and achieve great things.

As a valued member of our academy community, you will work closely with parents and carers to ensure that every child receives the support they need. This partnership enhances the educational experience and builds a supportive network for both our pupils and their families.

Our academy is part of Thomas Deacon Education Trust (TDET), which offers valuable opportunities for collaboration with its other academies and partnerships throughout Cambridgeshire. You'll be able to share expertise and best practice with a network of professionals, exchanging ideas and supporting each other's growth. As well as providing enriched education for our pupils, this integrated approach offers opportunities for your own development.

In addition to professional opportunities, you can expect an aspirational atmosphere with dedicated colleagues and supportive leadership. We value input from all team members and encourage a culture of open communication and shared goals.

We are excited to welcome you to Gladstone Primary Academy. Together, we can provide the best possible start to every child's education and lifelong learning journey.

If you have any questions or would like to arrange a visit, please do not hesitate to contact me.

Warm regards,

Mr Simon Martin | Principal

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## Job Description

<b>Job Title</b>	Catering Assistant/ Kitchen Porter
<b>Reports to</b>	Cook Supervisor
<b>Salary/Grade</b>	Pathway 1
<b>Date Last Evaluated</b>	September 2024
<b>Core Purpose</b>	To carry out general washing up and cleaning duties within the kitchen to the required high standard in line with food hygiene regulations. To assist with the delivery of the hot food offer to the classrooms.

## Key Responsibilities

- To carry out general washing up duties within the kitchen to the required standard in line with the food hygiene regulations.
- To maintain the cleanliness of the dishwasher daily and comply with the any necessary temperature recoding in line regulations.
- To assist with the delivery of the lunchtime offer to the designated classrooms
- To assist with collecting dirty crockery from the classrooms in a timely manner in line with requirements of the school.
- To assist with the promotion and maintenance of good working relationships with all customers, students, and staff, to ensure the quality and adequacy of the service is maintained in line with the Academies expectations.
- To demonstrate a positive working style with an enthusiastic, committed attitude.
- To ensure that the appropriate levels of cleanliness, food hygiene and health and safety is always met.
- Ensure any required documentation & is completed as required.
- To promote a positive, friendly atmosphere, offering a welcome to all students, staff, and visitors.
- To make sure any staff working in the kitchen use a safe operation of all catering equipment.
- Ensuring all accidents are recorded and reported immediately via the online reporting procedure set by TDET and the appropriate documentation is completed.
- Ensure daily cleaning is maintained in line with the cleaning schedule.
- You will be required to wear any uniform or protective clothing as supplied by TDET.



## General Responsibilities

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- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



## Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
NVQ Level 2 in Food Preparation and Production or City and guilds 706/1&2 or equivalent	E	A
CIEH Level 2 award in Food Safety and HACCP controls or equivalent	D	A
Training qualification in relation to delivery of catering	D	A
<b>Knowledge &amp; Understanding</b>		
An understanding of the nutritional value of food	E	A/I
A knowledge of volume catering in a variety of commercial kitchens	E	A/I
Understanding of how catering budgets work and being able to work out gross profit	D	I/T
Proven track record in providing first class customer care	D	A/I
A good understanding of the workings of the catering equipment designed for catering within the Academy	D	A/I
<b>Skills &amp; Abilities</b>		
Good culinary skills gained in a variety of ways	E	A/I
Ability to drive an automatic van and handle and move heavy items	E	A/I
Ability to establish and communicate clear standards and expectations, in relation to area of responsibility	E	I/T/R
Ability to work as part of a team	E	A/I/T/R
Ability to manage own time and work under pressure to meet challenging deadlines	E	I/T/R
Willingness and adaptability in tackling the variety of tasks arising in an Academy environment	E	T/R
Ability to work with children and young people, staff, parents and other adults	E	A/I/T/R
<b>Experience</b>		
Experience of working as part of a large team, committed to teamwork and approachability	E	A/I/R
Proven experience in the catering industry	E	A/I/R
Experience in helping to create imaginative and healthy eating menus that cater for all dietary requirements	D	A/I
Experience in working with children and young people	D	A
Experience of high quality volume catering delivered to tight schedules	D	A/I



### Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### Assessment methods

A – Application      I – Interview      T – Task/Activity      L – Lesson Observation  
R – References



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