



JOB DESCRIPTION

Job Title:

Catering Assistant

Location:

King Edward VI Academy

Job Purpose:

To carry out general kitchen duties and assist in cooking and food preparation under the general direction of the person in charge of the kitchen. To supervise and assist students during lunchtime, inside the school, to ensure a safe and positive learning environment is maintained and that all children behave in an appropriate manner.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Catering Manageress

Salary:

NJC03

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ Assist in the food preparation and general cooking tasks.
- ★ Transportation and serving of all meals prepared by the canteen.
- ★ Washing and general cleaning of pots and canteen area.
- ★ Act in accordance with School policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- ★ The duties of a catering assistant are to act as a member of the team, supervising students during the lunch break and to sustain the welfare and safety of students, as directed by the operations manager/Catering Manager. You are expected to keep matters concerning staff and students confidential, and to refer matters when necessary to the SLT
- ★ Organisation of the entry of the students into the dining room/hall.
- ★ To provide positive and firm control by implementing the school discipline/behaviour policy.
- ★ To set up the dining area and keeping the tables clean and clear of mess.
- ★ Attend relevant INSET staff training sessions and other ad-hoc meetings.
- ★ Supervise students in designated areas of the school.
- ★ Undertake any other agreed tasks as may be determined from time to time within the general scope of the post.

MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ To report to the immediate supervisor (or other designated person) any problems relating to student behaviour, equipment, materials, whole school related matters.
- ★ To work as a member of a team and contribute positively to effective working relationships within the School.
- ★ To undertake any other reasonable and relevant duties in accordance with the changing needs of the School.

KNOWLEDGE/SKILLS/EXPERTISE

- ★ Basic Food Hygiene Certificate
- ★ Good organisational skills and the ability to work under pressure
- ★ Flexible attitude and ability to work as part of a team
- ★ Reliable, organised and able to follow instructions

ACADEMY LEVEL

- ★ Support the Principal and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success for all the students.
- ★ Carry out all duties and responsibilities in accordance with the School's mission statement, contents of the staff handbook, policies, current practice and your duty of care for the students' well-being and safety. Do not do anything to bring the name or ethos of the School into disrepute.
- ★ Work flexibly as a member of a team and undertake such other duties as may be required within the scope of this post.
- ★ Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Deal with enquiries efficiently, efficiently and sensitively.
- ★ Ensure absolute confidentiality in all matters relating to the students, staff and School business, without exception.
- ★ Be aware of and comply with policies and procedures relating to child protection, Health and Safety, security and confidentiality. Report concerns to your line manager, Principal, a member of the Senior Leadership Team or the Governing Body.

- ★ Attend and participate in relevant meetings, training, performance development and other activities as required.
- ★ The duties and responsibilities in this job description are not exhaustive. The post-holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post-holder.
- ★ The post-holder is required to carry out the duties in accordance with the School's Equal Opportunities policy.
- ★ The post-holder will ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- ★ All staff have a responsibility to safeguard and promote the welfare of students and young people within the School.
- ★ Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- ★ This job description is current at the date of issue. In consultation with the post-holder, the job description may be changed by the Principal to reflect and/or anticipate changes in the job commensurate with the pay scale and job title.
- ★ This job description has been compiled to allow the job to be evaluated using the NJC Job Evaluation scheme as adopted by School.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Able to communicate clearly, understand and follow instructions.	1		
★ Experience of undertaking general food handling/cleaning duties.	1		
★ Ability to have a flexible approach to hours and undertake all training requirements.	1/2		
Experience			
★ Experience of working within a school setting		1/2	
★ Food Hygiene Certificate – or similar		1/2	
Skills and Knowledge			
★ Ability to be able to work under pressure	1		
★ Be able to talk to children and adults in a clear and calm manner	1		
★ Work as part of a group and on own initiative	1		
★ Inspire trust and confidence in children		1	
★ Ability to empathise with the needs of children	1		
Personal Qualities and Ethos			
★ Enthusiasm	1		
★ Initiative and self-motivation		1	
★ Flexibility, creativity and ability to think laterally		1/2	
★ Stamina and a capacity for hard work		1/2	

★ Effective time management skills	1		
★ Ability to be reflective and self-critical		2	
★ Stay calm under pressure	2		
★ Able to communicate well with staff and children.	2		
★ Enthusiasm	2		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.