

The Chiltern School

Catering Assistant

Job Description

School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Level 2A (SEN) Point 4-5 / £17,779 - £18,060 per annum (actual)
Working Hours	30 hours per week, term time plus 5 inset days (9am - 3.30pm)

The Chiltern School

Catering Assistant

General Duties

General description of the post

- To provide support in the preparation, cooking and serving of food and beverages plus related catering duties
- To undertake Cheffing duties daily alongside Catering Manager or to cover for them on an ad hoc / as required basis.
- To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
- To assist in the preparation of cooking and serving of food and beverages.
- To serve food appropriately, under the direction of the Kitchen Manager
- To deliver the food using hot hold trolleys across the site.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
- To clean, on a daily basis, all catering areas to the required standard.
- To work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
- To undergo training, both on and off the job, as required.
- To inform the Kitchen Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
- To undertake such other related duties as are required to ensure the dining area and the kitchen are in a clean and hygienic condition and that the food service is efficient and effective
- To undertake any other duties that may be required for the effective operation of the catering establishment; this may include cash collection and banking

Other

- To participate as a member of the school community in promoting the work of the school
- To maintain strict confidentiality guidelines about all aspects of your professional role
- Ensure that confidentiality is maintained at all time in respect of school related matters and to prevent disclosure of confidential and sensitive information
- To undertake any other duties of a similar level and responsibility as may be required from time to time

The Chiltern School

Catering Assistant

Values and behaviour

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Responsibilities

The post holder is accountable to their line manager at all times.

Conditions of Employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

The Chiltern School

Catering Assistant

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

The Chiltern School

Catering Assistant

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Person Specification			
Methods of assessment	Essential/ Desirable	Application	Interview
Qualification, Education and Training			
Basic standard of literacy to read instructions	E	X	
Ability to understand instructions	E		X
NVQ1 Catering	D	X	
Food Hygiene Certificate	D	X	
Experience and Knowledge			
Understanding of basic hygiene requirements in a catering environment	E	X	X
Ability to work under pressure at times	E	X	X
Previous experience in catering	D	X	X
Skills and Abilities			
Willingness to work as part of a team	E	X	X
Willingness to undergo training (NB - All catering staff are required to attain a basic food hygiene qualification)	E	X	X

The Chiltern School

Catering Assistant

Ability to lift industrial catering equipment and to move tables and chairs, trolleys, etc	E	X	X
Willingness to undertake First Aid Training	E	X	
Must be fluent in the English language in accordance with the Immigration Act 2016	E	X	X
Current First Aid Certificate	D	X	
Values and Behaviours			
Able to demonstrate <ul style="list-style-type: none"> ● Empathy ● Organisation ● Diligence ● Conscientiousness 	E	X	X
Able to demonstrate and model our core values <ul style="list-style-type: none"> ● Curiosity ● Kindness ● Respect ● Aspiration ● Courage 	E	X	X