



APPRENTICE CATERING ASSISTANT

RECRUITMENT PACK



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

I am delighted to welcome you to the King's Leadership Phoenix Academy, for what is proving to be a very exciting and transformational period for our centre and our students. At King's Leadership Phoenix Academy, we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means we believe. At King's Phoenix we have the Phoenix Five which is a blueprint to a successful day at King's Phoenix.



Kings Leadership Phoenix Academy is part of The Great Schools Trust, a growing multi-academy trust situated in the Northwest of England. There are currently eight King's Leadership Academy's within the trust, located in Bolton, Warrington, Liverpool and Sefton.

King's Leadership Phoenix Academy is an alternative provision school that provides a full-time education for 11-16-year-old students from Vortex House on Wavertree Technology Park. Our academy hosts excellent facilities and a broad curriculum. a wealth of additional space and facilities to expand and broaden our curriculum offer to include science teaching in a specialist lab, an IT suite, a gymnasium, specialist Food Technology and Art and Design rooms, a family dining area, as well as dedicated therapy rooms. The space will also allow us to have dedicated classrooms for the teaching of a full national curriculum.

We recognise that mainstream school and education is not for everyone, but we are unwavering in our belief that expectations should not be lowered for students who attend alternative provision, in fact, they should be higher, especially when considering only 5% of students who attend alternative provision nationally pass English and Mathematics We will therefore, offer a broad and balanced curriculum to class sizes no more than 8 students, offering GCSE and GCSE equivalent qualifications, flexible approaches ensuring curriculum is adapted and tailored to each student and personalised literacy and numeracy programmes. Increased time is dedicated to our ASPIRE personal development programme to focus on qualities of character development and leadership skills in order to prepare students to become successful citizens who can go on to positively contribute to society. We know that our relationships and our ability to truly nurture each student will lay foundations and be at the heart of all achievements.

We take the development and well-being of our staff equally as seriously. We hold CPD twice a week with one taking place on Friday afternoons once students leave at lunchtime. All academies in The Great Schools Trust finish early on a Friday to allow for cross trust CPD. All staff are provided with a laptop and there will be state of the art ICT infrastructure in the new building with interactive clever touch screens in each classroom. Daily SLT support is also provided through keeping in touch sessions to discuss events of the day and actions for tomorrow.

We seek to find individuals who are committed to changing the life chances of students, who will be relentless in their drive to set high expectations for student progress and to ensure that no child who leaves the provision will fail when returning back to mainstream or those who go onto further education, employment or training.

I welcome you to King's Leadership Phoenix Academy and hope that you find the information in this pack informative. Please do get in touch if you wish to discuss the post in more detail.

Mr Danny Cross

Principal

Apprentice Catering Assistant

Salary Year 1: FTE £14,526 per annum, pro-rata for term time* only is £9,966

Based on current Apprentice Rates - £7.55 Per Hour, which rises to £8 in April 26

Salary Year 2: Salary will be subject to a pay increase in year 2 of employment to £24,454 FTE, pro-rata for term time only is £16,777.

Contract: Permanent post, Part-Time/Term-Time Only

Apprenticeship: 15-month Level 2 Food Production Chef

Hours: 30 hours per week (including off-the-job training)

Reporting to: Head Chef

*Term-time only roles involve working for 38 weeks per year during school term time. Support staff at Great Schools Trust also receive pro-rata paid annual leave (up to 6 weeks), meaning salaries are calculated over up to 44 paid weeks per year, not 52.

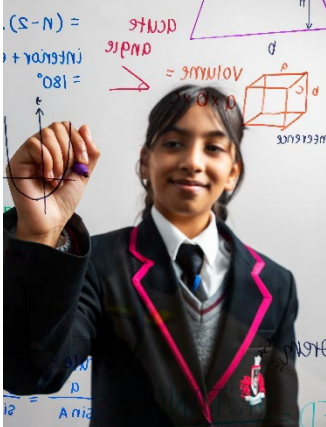
Working at King's Phoenix

The Level 2 Catering Apprentice Assistant will support the delivery of high-quality, nutritious, freshly prepared food for students and staff at King's Phoenix, an Alternative Provision within the Great Schools Trust.

The post holder will work alongside experienced catering staff to develop practical catering skills, knowledge of food hygiene and safety, and professional behaviours while completing a nationally recognised Level 2 Food Production Chef apprenticeship. This role is designed to support both operational catering needs and the apprentice's learning and development.

King's Phoenix provides a highly structured, supportive environment for students who require an alternative approach to mainstream education. Catering staff play an important role in contributing to students' wellbeing by ensuring consistent, safe, and nutritious meals are provided in a calm and professional manner.

King's Leadership Phoenix Academy is committed to creating a diverse workforce. We welcome and encourage applications from all suitably qualified candidates, regardless of sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



Why Join Us?

At King's Leadership Phoenix Academy, we believe that great schools are built by happy, supported and inspired staff. As part of our growing Trust, you'll be joining a team that genuinely values your well-being, your professional growth, and your future.

Our staff enjoy a fantastic range of benefits designed to help you thrive both in and out of the classroom:

- Well-being at the heart of what we do**
 We are proud to be a trust that prioritises staff well-being, because we know that when you feel valued, supported and balanced, students benefit too.
- Flexible working opportunities**
 We understand that life is about balance and offer flexible working arrangements to support you in managing work and home life effectively.
- Excellent pension and financial benefits**
 Access the Teacher Pension Scheme or Local Government Pension Scheme, giving you security and peace of mind for the future.
- Generous holiday entitlement**
 30 days for support staff, ensuring you have the time to rest, recharge and enjoy life outside of work.
- Comprehensive well-being support**
 Through the BUPA Employee Assistance Programme, you'll have access to expert resources to help you manage your well-being, including confidential counselling, guidance on health and lifestyle, and practical support with child and dependent care.
- Family-friendly policies**
 Our strong occupational sickness and maternity/paternity schemes ensure that you're supported during life's most important moments.
- Professional growth and career development**
 We take a unique approach to Performance Leadership — focused on collaboration, growth and empowerment, not box-ticking. Every staff member receives tailored training and development opportunities to help them flourish.
- Opportunities across the Trust**
 As part of a growing network of academies, you'll have exciting pathways to develop your career both within and across the Trust.
- Salary sacrifice schemes**
 Including Cycle to Work — helping you save money and make healthy, sustainable choices.





Job Purpose

Duties & Responsibilities

Food Preparation and Production

- Assist the Chef in preparing fresh, nutritious meals and snacks in line with menus and portion guidance.
- Support basic food preparation tasks such as washing, peeling, chopping and assembling ingredients.
- Prepare simple dishes under supervision, following recipes and instructions accurately.
- Support the preparation of food to meet individual dietary needs and allergen requirements.

Service Delivery

- Assist with serving meals to students and staff in a calm, respectful and professional manner.
- Support positive mealtime routines that are appropriate to an Alternative Provision setting.
- Maintain appropriate portion control to reduce waste and ensure consistency of service.

Food Safety, Hygiene and Health & Safety

- Follow all food hygiene, health and safety, and allergen control procedures at all times.
- Maintain high standards of cleanliness in the kitchen, dining areas and food storage areas.
- Complete cleaning duties in line with daily and weekly cleaning schedules.
- Safely use kitchen equipment under supervision and report any faults or concerns promptly.

Stock Control and Deliveries

- Assist with receiving deliveries, checking the quality and quantity of stock.
- Store food correctly using appropriate stock rotation (FIFO) and labelling procedures.
- Support effective waste management and recycling processes.

Apprenticeship and Training

- Actively engage with the Level 2 Food Production Chef apprenticeship programme.
- Complete required off-the-job training (minimum 20% of working hours).
- Work with the Development Coach and Catering Manager to develop skills and knowledge.
- Demonstrate a commitment to learning, professional development and improvement.

Teamwork and Professional Conduct

- Work effectively as part of a small catering team, supporting colleagues as required.





- Communicate clearly and appropriately with staff and students.
- Demonstrate reliability, punctuality and a positive attitude to work.
- Uphold the values, policies and safeguarding expectations of the Great Schools Trust.
- The post holder may be required to undertake other reasonable duties consistent with the role.

Person Specification

Essential Criteria

Qualifications / Training

- Willingness to undertake and complete a Level 2 Food Production Chef Apprenticeship.
- GCSE Maths and English at Grade D/3–4 or above, or willingness to work towards Functional Skills Level 1 as part of the apprenticeship.

Skills and Attributes

- Interest in catering, food preparation and the hospitality industry.
- Ability to follow instructions accurately and work safely.
- Good communication skills and the ability to work as part of a team.
- Attention to detail and pride in maintaining clean and safe working environments.
- Reliable, punctual and committed to learning and self-development.
- Appropriate professional conduct when working with children and young people.

Personal Qualities

- Patient, calm and respectful, particularly within an Alternative Provision environment.
- Positive attitude and willingness to learn from others.
- Ability to respond well to feedback and supervision.

Desirable Criteria

- Previous experience in a catering, kitchen, or food service environment (paid or voluntary).
- Basic awareness of food hygiene and safety practices.
- Interest in nutrition, healthy eating, or catering within education settings.
- Experience of working in a school or alternative provision environment.

The Great Schools Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.



Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time 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 scale.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity**, **address** and **right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;
- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- A satisfactory **enhanced disclosure** from the DBS.
- Satisfactory completion of the **probationary period**;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check).
- **Prohibition check** (where applicable)