Gladstone Primary
Academy

Gladstone Primary Academy

Application Information Pack

Catering Assistant

TDET
Thomas Deacon Education Trust

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Principal's Welcome

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

Job Title	Catering Assistant
Reports to	Catering Operations Manager
Salary/Grade	Pathway 1, Point 2 - 3
Date Last Evaluated	March 2021
Core Purpose	To ensure a high level of food preparation, cooking and service is maintained in line with expectations and policy for TDET and the individual academy. To ensure all legal legalizations are correctly followed & maintained in line with any TDET policies. To promote the TDET way at all times to all students, staff & visitors

Key Responsibilities

Main Duties and Responsibilities:

- Providing a courteous and efficient service to the students, staff, and visitors at all times.
- To maintain the high level of food preparation and service in line with legal requirements at all times.
- To assist with the basic cooking of foods required to meet the daily menus needs
- To ensure the appropriate level of cleanliness, Food Hygiene and Health & Safety are met.
- To comply with any instructions from the head cook to the day to day duties required
- To ensure all food waste bins are emptied and cleaned on a regular basis throughout the day.
- To ensure a 'clean as you go' system is adapted throughout the department.
- To assist the Kitchen staff when sweeping and mopping the floor at the end of each shift.
- To promote a positive, friendly atmosphere within the department, offering a welcome to all students, staff and visitors.

General Responsibilities

- 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.

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Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
Level 1 Food Hygiene.	D	A/R
Knowledge & Understanding		
Basic knowledge of food safety and hygiene.	E	A/I
Understanding of health and safety.	E	A/I
Good understanding of working in a catering environment.	D	A/I
Skills & Abilities		
Work as part of a group and individually.	E	A/I/R
Ability to build relationships with young children, staff and other adults within the school.	E	A/I/R
Experience		
Good general education.	E	A/I/R
Working within a kitchen in a catering establishment.	E	A/I/R
Experience in high volume catering.	D	A/I/R
Experience of working with children.	D	A/I/R
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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