APPLICATION PACK

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Catering Assistant

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Description automatically generated**Salary: £8.72 per hour**

**Contract Type: Term time only**

**Contract Term: Permanent**

11-16 mixed comprehensive [www.fracademy.org](http://www.fracademy.org)

Catering Assistant

We are seeking an enthusiastic Catering Assistant to join our friendly and experienced catering team at Fowey River Academy.

Who are we looking for - someone who:

* Has excellent communication skills
* Is smart in appearance, with a professional and polite manner
* Is friendly and reliable
* Willing and flexible in approach

The main duties for this role include:

* Assisting with the smooth running of the school kitchen and assisting at catering functions.
* Maintaining high standards of cleanliness, safety and hygiene of the premises and equipment and working within the guidelines of the Health and Safety and Hygiene Regulations.
* Assisting with devising menus to ensure a variety of meals are offered in the school, which cater for different dietary requirements as appropriate.
* Assisting with the preparation, cooking and serving of food and beverages as directed by the Catering Supervisor.

The ideal candidate will be aware of health and safety for themselves and the children, take pride in a job well done, achieving high standards and be willing to undertake any training relevant to the role. The ability to work without supervision, yet as part of a team is also important.

Above all else you must be passionate about good quality food and the Impact it can have on young people.

We are Leading Edge and we are expanding and evolving fast. Please visit our website [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org) for further information.

An application form and information pack are available via our Academy website or on request by telephoning the Academy.

For further information, please contact Claire Grist,

PA to the Headteacher at Fowey River Academy

🕿 01726 833484 or email: [cgrist@fracademy.org](mailto:cgrist@fracademy.org)

**Closing date for applications**: Friday 1st January

**Interviews**: 6th January

**Start:** 11th January 2021

Please send your completed application form to Claire Grist at Fowey River Academy, Windmill, Fowey, PL23 1HE.

The successful candidate will be subject to reference checks with previous employers and an enhanced DBS disclosure check.

Welcome

Dear Applicant,

Thank you for your interest in our academy. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become a school of choice in the local area. To achieve this, Fowey River Academy is evolving, and fast.

We have recently joined a new MAT, the Leading Edge Academies Partnership. This is one of the top performing MATs in the country. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the MATs website, [www.leadingedgeacademies.org](http://www.leadingedgeacademies.org).

Fowey River Academy prides itself in values-based education. Relationships matter to us and we are influenced by our core values of ‘Ethical, Excellence, Equity, Empathy, Evolution and Endurance’, which guide all of our conversations and decision-making.

Therefore, the people we appoint are key to our future and, unsurprisingly, we are very clear about the type of colleagues we now need.

We admire people who have got themselves out there – we call them ‘magpiers'. These are the people who will bring world-class ideas that work, to beautiful Mid Cornwall and change lives.

If this excites you and you want to work hard with us to develop your career, then we would love to hear from you.

Yours sincerely

Ben Eddy

Headteacher

**Notes to Applicant**

Dear Applicant,

**Application**

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at [cgrist@fracademy.org](mailto:cgrist@fracademy.org) (copies of all the details are available online on our website under the ‘Vacancies’ section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

**Closing Date**

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

**Interview**

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

**The successful applicant will be required to undertake an Enhanced DBS Disclosure.**

Fowey River Academy

Windmill

FOWEY

PL23 1HE

Phone: 01726 833484

Web: www.fracademy.org

**Job Description**

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| --- | --- |
| **Post Title:** | Catering Assistant |
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| **Purpose:** | To provide support in the preparation, cooking and serving of food and beverages plus related catering duties, including assisting at school events. To act as relief cook when required. |
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| **Reporting to:** | Head Chef |
|  | |
| **Liaising with:** | Internal: Head Chef, CED, teachers, support staff, students.  External: Suppliers of goods and services, parents and Governors. |
|  | |
| **Working time:** | Approx. 20hrs p/w |
|  | |
| **Salary/Grade:** | £8.72/hour |
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| **Disclosure level:** | Enhanced |
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**MAIN (CORE) DUTIES**

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| * To assist with the smooth running of the kitchens across the school and assist at catering/community functions. * To maintain high standards of cleanliness, safety and hygiene of the premises and equipment and work within the guidelines of the Health and Safety and Hygiene Regulations. * To assist with devising menus to ensure a variety of meals is offered in the school which caters for different dietary requirements as appropriate. * To assist in the preparation, cooking and serving of food and beverages as directed by the Head Chef. * To prepare dining areas to include moving and setting up tables and chairs, setting trolleys. * To prepare the service area, hot cupboards and other equipment in the dining areas to ensure food is served efficiently and in a hygienic environment. * To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area. * To clean on a daily basis all catering areas to standards laid down by the school as directed. * To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up, cleaning kitchen surfaces and kitchen equipment as required. * To inform the Head Chef of any defects in equipment, suspect food or other concerns relating to Food Safety. * To undertake any other duties appropriate to the grading of the post as required. |

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| Other Specific Duties |
| * To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures. * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Academy’s corporate policies. * Be responsible for your own continuing self-development, undertaking training as appropriate. * To be aware and adhere to applicable rules, regulations, legislation and procedures eg the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations. * To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate.   **As a restorative organisation we:**   * Apply the principles of mutual respect and responsibility in all our internal and external relationships. * Actively work to prevent, address and repair harm. * Engage in continuous learning to further develop our communication and problem-solving skills. |

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

**Person Specification**

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| --- | --- | --- |
| **General heading** | **Detail** | **Examples** |
| Qualifications & Experience | Specific qualifications & experience | Experience of the preparation and cooking of simple food and beverages Experience of Serving customers at the counter/hatch or from a trolley or kiosk as required.  Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc.  Basic level of education.  Completion of DCSF Induction programme. |
| Knowledge of relevant policies and procedures | General understanding of the operation of a school.  Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations. |
| Literacy | Basic reading and writing skills. |
| Numeracy | Basic numeracy skills. |
| Technology | Ability to use kitchen and cleaning equipment. |
| Communication | Written | Ability to complete basic forms |
| Verbal | Ability to exchange routine verbal  information clearly and positively, following our values with children and adults |
| Languages | Seek support to overcome communication barriers with children and adults. |
| Negotiating | Consult with colleagues. |
| Working with children | Behaviour Management | Understand and implement the school’s behaviour management policy. |
| SEN | Understand and support the differences in children and adults and respond appropriately. |
| Curriculum | Basic understanding of the learning experience provided by the school. |
| Child Development | Basic understanding of the way in which children develop. |
| Health & Well being | Understand the importance of physical and emotional wellbeing. |
| Working with others | Working with partners | Understand the role of others working in the school. |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults. |
| Team work | Ability to work effectively with other adults. |