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SMITHILLS SCHOOL

SUCCESS FOR ALL

General Catering Assistant
Candidate Information



OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of General Catering Assistant. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

September 2023, two weeks into my headship, the school was judged as requires improvement for Quality of Education and Leadership and Management, but good for Personal Development and Behaviour and Attitudes. Ofsted commented 'pupils are warmly welcomed and quickly settle into school life', we have 'high aspirations for pupils' achievement' and 'staff feel happy and proud to work' at the school. They remarked that we are on the right track with the changes we are making, we simply need more time to implement and embed them.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse
Headteacher



Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community and we are proud of that.

'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff'.

OFSTED
September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Fleming on 01204 842382 ext. 104 or c.fleming@smithillsschool.net to arrange an appointment. A member of SLT will be only too happy to show you around.

Closing date for applications: Friday 12th July 2024 at 9.00am

Interview date: To be confirmed



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General Catering Assistant

Salary: GRADE A POINT 3 £11.78 PER HOUR + LIVING WAGE TOP UP

10 HOURS A WEEK, 2HRS PER DAY, TERM TIME ONLY

Permanent Position

Job Description

| | |
|-----------------------------------|--|
| Primary Purpose of the Job | To assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of the units Catering Manager. |
| Responsible to | Unit Catering Manager |
| Responsible for | N/A |
| Principal Responsibilities | To prepare, cook and serve school meals in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided. To maintain a high standard of cleanliness and safety within the working environment. |

MAIN DUTIES

Preparation, cooking and service of food and beverages.

Stocking of display units - loading and unloading trolley with packs of drinks etc, transport to point of sale, fill up display units.

Transport/carry trays of meals/items for sale from preparation area, trolley or oven as necessary, setting them up in the serving or dining area as necessary.

Preparation of the service points, as necessary, to ensure they are tidy, clean and the food is attractively presented and that they are left tidy and clean after service.

Assistance with the service of meals and refreshments as required.

Till operation - (we use biometric fingerprint recognition and a cashless catering system)



Clearance and cleaning of the dining area, kitchen and other service points after meal service.

General kitchen duties to include sweeping, mopping, washing up and cleaning of equipment, cupboards, surfaces etc.

Assist with the receipt and storage of goods, stocktaking and completion of paperwork as required

Assist with thorough cleaning of kitchen area and equipment and dining furniture as required.

Assist with thorough checking of light kitchen equipment

Be available to work additional hours (paid in addition to the contract hours) on the occasional evening to help support any 'out of school' activities that require a school catering presence, such as Open Evening. parents evenings etc.

Setting up of the dining area as and when required, which may include washing tables,

Ensure compliance with all Health and Safety legislation and school/food service hygiene policies in all aspects, especially when using materials, tools and equipment.

Attend training sessions as and when required

To maintain a high standard of personal hygiene

To undertake any other duties relevant to your post at the request of the Catering Manager or senior school staff.

Responsibilities

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Customer Care - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.



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Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others

Valuing Diversity - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



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Person Specification

To be assessed by application form, interview and references

Essential Criteria

1. Skills and Knowledge

Ability to organise self and to work without supervision for lengthy periods of time

Manual skills associated with food preparation

Physical skills relating to the work – ability to lift reasonably heavy trays, tins and foodstuffs

Practical implications of regulations and legislation relating to safe and hygienic working within a catering service

Good time management and organisational skills

Ability to work in a commercial kitchen environment and use general catering equipment safely and correctly

Ability to lift and carry items of a moderate weight

Ability to deliver excellent customer service

Ability to form good working relationships with other staff and communicate effectively with people at all levels

Ability to relate well to children and adults

Ability to follow instructions, e.g. guidelines, Codes of Practice

2. Experience/Qualifications/Training etc

Possess a valid Food Hygiene qualification (or be willing to undertake and pass.)

Experience of general kitchen duties would be useful but not necessary to someone willing and keen to learn.



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Knowledge of the range of tasks required together with the operation of associated tools and equipment or a keen willingness to learn

Willingness to participate in relevant training and development opportunities

Competent literacy and numeracy skills – preferably some GCSE/NVQ qualifications.

3. Work Related Circumstances – Professional Values & Practices

High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background

Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration

Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work

Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice

Able to improve their own practice through observations, evaluations and discussion with colleagues.

Ability to work in a confidential manner using sensitivity with regard to personal details and information.

4. Other Requirements

Two professional references are required for this position including the most recent/current employer.

An enhanced DBS will be required

The General Assistant is required to handle, operate and clean a range of kitchen and food preparation equipment (e.g. ovens, hobs, steamer, food processors, cutting equipment, pans and catering machinery). He/she will be exposed to hot equipment and materials on a daily and continuous basis, and will need to transport/carry food trays and kitchen equipment.



Safeguarding

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse
Headteacher