

Job description

Fordham All Saints is part of the LIFE Education Trust, a group of schools that work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join our school and Trust who demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Catering Assistant
Scale	Essex Scale 2.3 – 2.4
Contract Type	Permanent
Hours Per Week	22.5
Days	Monday – Friday, 9:15am – 1:45pm
Weeks per year	38
Reports to	Head of School
Liaison with	Executive Headteacher, Head of School, Administrative Assistant, Pupils, External Agencies, Health and Safety Agencies
Role Purpose	
	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school.
Duties	
	<ul style="list-style-type: none"> • Drive and Collect cooked meals from Holy Trinity Primary School • The preparation and simple cooking of food & beverages. • Serving customers at the counter/hatch or from a trolley or kiosk as required. • To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed. • During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked. • To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations. • To attend training activities and/or meetings as required. • Occasionally to assist with special functions at the school which may be outside of normal working hours. • To report any customer comments or complaints and take any necessary remedial action if appropriate. • Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
	<p>Communications</p> <ul style="list-style-type: none"> • To maintain regular contact with the Catering Manager, Executive Headteacher, Head of School and Administrative Support Officer <p>Health & Safety</p> <ul style="list-style-type: none"> • To report all accidents and unfit foods. • To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.

	<ul style="list-style-type: none"> • To ensure that the cleaning schedule is complied with and carry out cleaning as required. • To take all necessary steps to ensure maximum security of kitchen supplies and equipment.
General	
	<ul style="list-style-type: none"> • To undertake any training commensurate with the post • To take part in the Trust performance management system, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and to take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment • To work in accordance with the values, culture, ethos, equalities and inclusion policies of the Trust proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day to day operation of the job • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and Grade.

Job description is current at the date shown, but in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: _____ (Catering Assistant) Date: __/__/__

Person Specification

Knowledge, skill and experience requirements for School Cook

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R) Task (T)
Qualifications		
NQV 2 or equivalent or City & Guilds 705/706	E	A
Level 2 food Hygiene & Allergen Certificate	D	A
Extensive knowledge of personnel management, hygiene and health and safety	D	I,R
Knowledge of First Aid	E	A, I
Suitable in working with children and young people	E	A, R
Previous experience of working in a school or similar environment	D	A, I, R
Experience of working successfully with children	D	A, I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	E	A, T,R
Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	E	I, R
Communication		
Ability to write menus and reports	E	A,I,T
Ability to work in a busy environment	E	A,I
Ability to work with a variety of Stakeholders	E	A I
Ability to form and maintain good relationships	E	A,R
Ability to exchange verbal information clearly with children and adults	D	A,I, R
Strong organisational, project and time management	D	A,T
Ability to work as part of team or independently	D	A,R,I
Ability to inspire and motivate	D	A R
Ability to prioritise, plan and organise with attention to detail	E	T,R
Demonstrable discretion	D	I,R
Working With Children		
Understand and support the differences in children and adults and respond appropriately	E	A,I,R
Understanding of the learning experience provided by the school	D	I
Basic understanding of the way in which children develop	D	A,I,R
Understand the importance of physical and emotional wellbeing	D	I, R
Attributes		
Reliable, respectful, responsible and conscientious approach.Demonstrates integrity	E	A,I,R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different workrequirements and projects	E	A,I,R
Establish and maintain appropriate professional relationships with colleagues and pupils	E	A,I,R
Sense of humour and equable temperament	E	I,R

Able to remain calm and composed under pressure and work to deadlines	E	I,R
Commitment to and understanding of equal opportunities and safeguarding	E	I,R
Reliable and a good time keeper	E	I,R
Adopts a positive attitude	E	I