

LANGHAM OAKS SCHOOL
CATERING ASSISTANT
APPLICATION PACK



LANGHAM OAKS SCHOOL
is part of **SEAX Trust**



LETTER FROM THE HEADTEACHER

Langham Oaks School

School Road, Langham, Colchester CO4 5PA

Headteacher: Mr Simon Dawson

Telephone: 01206 271571

Email: admin@langhamoaks.co.uk

Dear Applicant

Thank you for your interest in Langham Oaks School. I would like to take this opportunity to tell you a little more about us.

Langham Oaks School is a thriving special school, providing 70 places for boys, aged 10-16 with a "Good" (Ofsted, March 2020) residential provision for 28 pupils. It is located in the heart of the small village of Langham, in north-east Essex six miles from Colchester. The school currently resides in a 19th century house with extensions for classrooms, but in October this year we will receive the keys to a brand new and specially designed building in the grounds (see photo below) which will completely transform our provision. You therefore have a unique opportunity to join our team at a very exciting time as we begin a new chapter in our development.

Langham Oaks is more than a school; it is a community based on exceptionally strong and trusting relationships between children and adults. Pupils are capable of learning and achieving, but have experienced many complex issues preventing them from engaging in learning and making progress. Staff from both the day and residential teams work proactively and collaboratively to develop and deliver the best bespoke package for each individual pupil.

I hope, as you read further, you decide that Langham Oaks could be the place where you would like to continue your career and that we will receive your application in due course.

Yours sincerely

Simon Dawson

Simon Dawson
Headteacher
Langham Oaks School



Langham Oaks School

Catering Assistant
28 hours pw/39 weeks pa
Actual Salary: £11,753 to £12,150

Job Description & Person Specification

Job Title:	Catering Assistant
Grade:	Scale 2 (Points 2-3) [2019 Band 1 whole range]
Based at:	Langham Oaks School
Reports to:	Catering Manager
Responsible for:	n/a
Liaison with:	Catering Team, other school staff, Headteacher, pupils, suppliers
Job Purpose:	<ul style="list-style-type: none"> • To assist with the provision of a high quality food and beverage service
Principal Accountabilities:	<ul style="list-style-type: none"> • To assist the Catering Manager in the provision of a successful catering support service for the school

Job Description: Catering Assistant

Duties

- To provide assistance with preparation, cooking and service of food and beverages to the required standard.
- To follow menu plans agreed with the Catering Manager for meal times on the shift you are responsible for (i.e. breakfast, tea, supper).
- To deputise for other members of the Catering Team, as required.
- To take responsibility for the supervision of other kitchen staff during mealtimes you are responsible for (i.e. breakfast, tea, supper).
- To follow the menu and recipes agreed.
- To assist with the issue and recording of catering supplies as required.
- To provide assistance with the clearing and washing of crockery, cutlery, pots and pans to the required standard, as directed
- To load and unload the dishwasher as required ensuring that the finished contents are clean and stored away correctly following washing
- Assist with the cleaning of the kitchen, restaurant and catering area, as required, including cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings
- To carry out clearing duties within the kitchen and dining areas as required
- To assist the catering team by providing beverages to the Headteacher and visitors to the school, as required
- To follow sound hygiene practices
- To ensure that health and safety regulations are observed in working practices
- To ensure staff absences from your shift are reported to the Support Services Leader
- To liaise as appropriate regarding staff cover
- To occasionally assist with special functions which may be outside of normal working hours
- To assist with the issue and recording of catering supplies as required
- To assist with the operation of control procedures as required
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust

- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Catering Assistant

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Experience of the preparation and cooking of simple food & 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	✓	
Knowledge of relevant 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 with children and adults	✓	
Languages	Seek support to overcome communication barriers with children and adults	✓	
Negotiating	Consult with colleagues	✓	
Working with Children & Others			
SEND	Understand and support the differences in children and adults and respond appropriately	✓	
Child Development	Basic understanding of the way in which children develop	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Basic understanding of the learning experience provided by the school	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with others	✓	
Team work	Ability to work effectively with other adults in the school	✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Ability to provide timely and accurate information	✓	

Responsibilities			
Organisational skills	Good organisational skills	✓	
Line Management	n/a		
Time Management	Ability to manage own time effectively	✓	
Creativity	Ability to follow instructions accurately	✓	
General			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Basic understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality Understanding and implementation of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	

APPLICATION AND RECRUITMENT PROCEDURE

Candidates should download and complete a SEAX Trust application form available from:
www.seaxtrust.com www.essexschoolsjobs.co.uk

Required:	1 st January 2021
Visits to the School:	Unfortunately, due to COVID-19 restrictions, we are not offering on-site visits at this time. Instead, please visit our website at www.langhamoaks.com
Closing Date:	Monday 2nd November 2020 mid-day
Interview:	Monday 9th November 2020
Salary and Band:	LGPCD Pay Scale: 2 Points 2-3
Hours and Weeks:	28 hours per week/39 working weeks per annum [Term-Time]
Actual Salary:	£11,753 (Point 2 under 5 years' service) to £12,150 (Point 3 over 5 years' service)
Paid Leave:	5.5 to 6.1 weeks per annum, <i>depending on length of service</i>
Working Pattern:	Monday-Thursday 8.30am – 2.30pm Friday: 9.00am – 1.00pm
To apply:	Candidates should download and complete a SEAX Trust application form available from: www.seaxtrust.com and/or www.essexschoolsjobs.co.uk and return to SEAX Trust by the closing date above
Queries:	Mrs Kate Stannard, Assoc CIPD, Director of HR, SEAX Trust Email: katestannard@seaxtrust.com Address: SEAX Trust, Fox Crescent, Chelmsford, Essex CM1 2BN Direct Line: 01245 963006

The SEAX Trust

Work with us ...

The **SEAX Trust** is a small but growing partnership of Special Academies within the community of Essex, whose Vision is to:

- **Provide outstanding educational experiences for children and young people with special educational needs**
- **Put the well-being and achievement of pupils at the heart of all decision making**

We consider the main asset towards achieving our Vision is our body of **highly-valued staff** and, in recognition, we implement a wide range of **strategic and person-centred reward practices** in all of our Trust Academies.

Be rewarded by us ...

- We offer a clear and competitive **pay policy** and **progression route**
- **Holiday pay** and **salary** which is paid *evenly* across the year for our support staff
- Teachers and Local Government **Pension Scheme** facilities

Progress with us ...

- A focus to provide high quality **professional development** opportunities for all staff
- An extensive range of **in-house training** opportunities
- Experienced and **dedicated practitioners** who are keen to help you learn
- A range of exciting internal **career opportunities**

Be inspired by us ...

- **Challenging** roles and **recognition** of achievement
- A **motivational** strategy towards both education and business
- Staff **involvement** in wider decision-making

Be reassured by us ...

- A strategic aim to ensure a **fair work/life balance**
- A **highly supportive** organisational culture
- A firm commitment to the strengths of **equality and diversity**
- A sense of **cohesion and belonging**
- A policy to raise **matters of concern**

Ask us ...

Should you have any general queries regarding staffing at **SEAX Trust**, Kate Stannard will be pleased to speak to you. Please contact: **Mrs Kate Stannard, Assoc CIPD, Director of HR for SEAX Trust**

Email: jobs@seaxtrust.com Telephone: 01245 963000

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

We look forward to hearing from you soon.