



Internal Job Application Pack



St Minver School

Kitchen Assistant

12.5 hours per week

£15,408 FTE. Actual salary £4,305PA
Permanent position. Term time only

Closing Date: 25th May 2018

Start Date: 5th September 2018



Aspire Academy Trust

Aspire Academy Trust is a Multi Academy Trust, comprising of a group of primary Academies. We have joined together in a unique and exciting partnership that raises aspiration and achievement through ensuring better provision, richer resources, and higher standards for all our pupils. The trust is fully committed and focused on continuous school improvement and outstanding leadership.

Aspire is a successful, compassionate, effective, and focused educational charity that attains to the highest standards of professionalism. It guides, challenges, and supports over 20 diverse academies. It puts children first, looking to provide them with a truly outstanding, world-class education. Its drive towards achieving these goals is provided by some of the finest and most skilled Primary practitioners and leaders in the county and country.

Health & Wellbeing

Aspire Academy Trust is committed to being a mindful organisation that actively values the Health and Wellbeing of everyone in it. This is an inviolable truth that must inform everything we do, and every policy we have. We are striving to make it so.

Every individual has a right to:

- Mental, emotional, social and physical wellbeing.
- Experience personal achievement.

Aspire is dedicated to ensuring these rights are delivered. Aspire recognises that employee engagement is critical in ensuring that health and wellbeing provision is meaningful and successful. We are all responsible for creating an organisation that promotes health and wellbeing strategies. Health and Wellbeing strategies are opportunities to advance the Aspire workforce to a distinctive level. Inspirational learning environments can be created with a motivated, valued and dynamic workforce. Health and Wellbeing is core to a first class academy workforce where the pupils will be rewarded with outstanding outcomes.

A meaningful and successful Health & Wellbeing provision involves the engagement of all employees, therefore it is the aim of Aspire Academy Trust that each individual will:

- Promote healthy life style choices during the school day
- Be a positive role model
- Be responsible for actively seeking support if it is needed, professionally or personally
- Participate in personal and professional development opportunities, strategies and training



Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- You will join our Aspire staff incentive scheme
- Family friendly policies
- Bike to work scheme
- Childcare voucher scheme
- Continued professional development

Application Details

Thank you for your interest in this vacancy with Aspire Academy Trust. Further details of the post are included in this pack.

How to Apply

Application forms can be accessed through www.aspireacademytrust.org or if you would like a paper copy please phone 01726 438402.

Completed application forms can be emailed to jobs@aspireacademytrust.org or returned via post to:

- Unit 11
St Austell Business Park
Carclaze
St Austell
PL25 4FD

Please note that we do not accept CVs.

Interview

The interview date for the role is 6th June 2018. If you have not heard from us within 2 weeks of the closing date, please assume that, on this occasion, your application has not been successful.

References

References will be requested if your application and interview are successful. All offers are subject to satisfactory references.

Safeguarding

Aspire Academy Trust are committed to safeguarding children and young people. All successful applicants will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

Job title:	Kitchen Assistant
Location:	St Minver School
Salary:	£15,408 FTE. Actual salary £4,305
Responsible to:	Cook in Charge, Deputy Cook, Heads of Schools
Direct Supervisory Responsibility:	None
Important Functional Relationships:	
<u>Internal</u>	Cook in Charge, Deputy Cook, Head of School, Health & Safety Manager, teachers, support staff, pupils
<u>External</u>	Suppliers of goods and services, Aspire representatives, visitors to the school.

Main purpose of the job:

To provide support in the serving of food and beverages plus related catering duties

Main roles and responsibilities:

1. To assist with the smooth running of the school kitchen and assist at catering functions.
2. To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
3. To assist in the preparation, cooking and serving of food and beverages as directed by the Cook in Charge/Deputy Cook.
4. To prepare the dining area to include moving and setting up tables and chairs, setting trolleys.
5. To prepare the service area, hot cupboards and other equipment to ensure food is served efficiently and in a hygienic environment.
6. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
7. 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/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required.
8. To inform the Cook in Charge/ Deputy Cook of any defects in equipment, suspect food or other concerns relating to Food Safety.

9. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. School (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
10. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
11. To be responsible for your own continuing self-development, undertaking training as appropriate.
12. To undertake other duties appropriate to the grading of the post as required.

General:

- To ensure that pupil needs are prioritised and to have a clear sight of how this role impacts on the pupils of the academy and the Trust at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To contribute towards the ethos of the Aspire Academy Trust and become a proactive member of staff.
- To network, communicate, support and work with other Aspire staff within the Trust and to attend meetings and training when required.
- To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all Aspire policies, Safeguarding & Child protection policies and procedures, Equal Opportunities Policy and Code of Conduct, Health and Safety, Data Protection.
- To undertake other duties appropriate to the post as required.

Date prepared: May 2017

Job Description Prepared by: Aspire Academy Trust

PERSON SPECIFICATION

Job Title: Catering Assistant

Date: May 2017

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Demonstrates practical knowledge, skills and experience of catering work.	Experience of catering in a school/college environment.	Interview Application Form
<u>Qualifications</u>	Attainment of GCSE's grade A -C/Level 5-9(or equivalent) to include Maths and English		Interview Application Form
<u>Specialist Knowledge & Skills</u>	Basic food hygiene and safety certificate. Knowledge of food hygiene procedures.		Interview Application Form Assessment
<u>Behaviours and Values</u>	Self-motivated & enthusiastic. Demonstrate a commitment to equal opportunities, diversity and equality. Patient, friendly and polite approach. Demonstrate a commitment of relating positively to and showing respect for all members of the school and wider community. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people		Interview Application Form

Special Conditions related to the post

- *Ability to undertake physically demanding work*

Aspire Academy Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

This job description and person specification was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Aspire Academy Trust