



**North East
Learning Trust**

Catering Assistant
Bedlington Academy
Applicant information pack

Catering Assistant

Required as soon as possible

Grade 1, SCP 1 - 3 (£17,842 - £18,562) actual salary £6,984 - £7,266

16.5 hours per week, term time plus 4 additional days

Permanent

We require a catering assistant to work within our busy kitchen environment. Ours is a caring community, one based on mutual respect, a school where students feel safe and supported throughout their time with us. Bedlington Academy successfully manages its own catering service, offering a wide and varied range of meals to staff and students and our team also caters for all hospitality events taking place at the Academy.

The successful candidate will:

- Excellent communication skills.
- Excellent organisational skills and the ability to work without close supervision.
- The ability to work independently and as part of a team.
- Flexible/positive attitude to work – some out of hours/weekend/holidays activities may need to be catered for.

Deadline: Noon on Wednesday 20 October

Shortlisting will take place Thursday 21 October interviews taking place wc 1 November 2021.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Catering Assistant

Responsible to:

Catering Manager

Job purpose:

To assist in the preparation and delivery of the school catering services. To work as part of the catering team and assist in the preparation and delivery of the school catering services. To carry out all duties to the required high standards of food hygiene/handling and safe working practices.

Duties and responsibilities:

- To assist the Cook with the preparation, cooking and serving of food and beverages
- To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing is used.
- Assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations
- Serve meals, snacks and beverages, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc are used to ensure hygiene standards are maintained.
- Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with school health and hygiene procedures.
- Operate the dishwasher following correct usage procedures to ensure optimum results.
- To wash up dishes etc in compliance with correct procedures to ensure hygiene standards are maintained.
- Maintain accident records as required
- Ability to present oneself as a role model to students in speech, dress, behaviour and attitude.
- Role requires working with a team
- Work in a manner that complies with all current and legislative requirements.
- To attend any training course relevant to the post, ensuring continuing, personal and professional development.
- The Post holder may undertake any other duties that are commensurate with the post.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/trainin	• Good basic literacy and numeracy skills	• Evidence of recent training and/or qualifications • NVQ1 or equivalent in catering • Basic Food Hygiene Certificate •
Experience	• Experience of working in a catering environment • Knowledge of health and safety considerations relating to catering work •	• Knowledge of COSHH regulations • Experience of working in a school •
Aptitude and	• Ability to work under pressure. • Ability to prioritise tasks accordingly • Good organisational skills •	
Personal qualities	• Approachable and courteous manner • Excellent communication skills • Flexible approach to work • Able to work effectively as part of a team • Self-motivation and able to work independently with minimum supervision • Sensitive towards the needs of clients and colleagues • Good Health and Attendance record • Honest and Reliable • Willingness to undergo further training • Commitment to safeguarding and promoting the welfare of children	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.