



**North East  
Learning Trust**

**Catering Assistant**  
**Bedlington Academy**  
Applicant information pack

# **Catering Assistant**

## **Required as soon as possible**

**Grade 1, SCP 1 - 3 (£18,333 - £18,887 FTE) actual salary £6,959 - £7,169**

**16 hours per week, term time plus 4 additional days**

**Permanent**

Bedlington Academy is a part of the North East Learning Trust and are seeking to appoint a Catering Assistant to join our dedicated team.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep. We successfully manage our 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.

Our vision is simple and shared by all schools in the North East Learning Trust- that every child experiences excellence every day.

### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

### **We can offer: (Optional for support staff)**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

### **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 Monday 3 October**

Shortlisting will take place Tuesday 4 October interviews taking place WC 10 October 2022.

### **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](mailto: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:

Cook

## 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.

## General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



### Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

# Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• Good basic literacy and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent training and/or qualifications</li> <li>• NVQ1 or equivalent in catering</li> <li>• Basic Food Hygiene Certificate</li> <li>•</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a catering environment</li> <li>• Knowledge of health and safety considerations relating to catering work</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH regulations</li> <li>• Experience of working in a school</li> <li>•</li> </ul>
Attitude and skills	<ul style="list-style-type: none"> <li>• Ability to work under pressure.</li> <li>• Ability to prioritise tasks accordingly</li> <li>• Good organisational skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Approachable and courteous manner</li> <li>• Excellent communication skills</li> <li>• Flexible approach to work</li> <li>• Able to work effectively as part of a team</li> <li>• Self-motivation and able to work independently with minimum supervision</li> <li>• Sensitive towards the needs of clients and colleagues</li> <li>• Good Health and Attendance record</li> <li>• Honest and Reliable</li> <li>• Willingness to undergo further training</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

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.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **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.

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