

# Applicant Pack

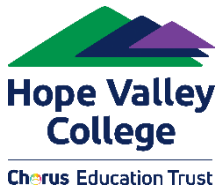
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To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



Hope Valley College is a comprehensive secondary at the heart of the local community. It is a small, friendly and supportive school and sits within the village of Hope in the Derbyshire Peak District. It joined Chorus in September 2019, when it also welcomed a new Principal. In the recent Teacher Accessed Grades, our young people outperformed any previous cohorts.

Hope Valley College is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.hopevalley-chorustrust.org](http://www.hopevalley-chorustrust.org)

### Catering Assistant

**Salary: G1 £18,333 - £18,516 (£12,184 – £12,306 pro rata)**

**28.75 hours– 39 weeks per year**

**Permanent**

**To start: ASAP**

### About this vacancy

We are looking for an enthusiastic, hardworking Catering Assistant to join our friendly Catering Team. Serving around 500 customers a day, we are committed to providing our students and staff with high quality, healthy food in a welcoming environment.

The hours are 8.30am to 2.15pm, Monday to Friday and will involve a variety of duties including basic preparation of food and refreshments, general kitchen & dining room cleaning and operation of the cashless till system.

Prior experience in the hospitality sector would be preferred but is not essential as training will be provided.

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Lisa Critchlow, HR Administrator at: [recruitment@hopevalley.chorustrust.org](mailto:recruitment@hopevalley.chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted. Applicants are welcome to discuss any aspect of the role with Annabel Millington, Business Support & Finance Manager.

Deadline for applications: **11.59pm on 12 May 2022.**

Interviews to be held: **week beginning 16 May 2022.**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: summary

<b>Post title:</b>	<b>Catering Assistant</b>
<b>Profile:</b>	EO1
<b>Grade:</b>	Grade 1
<b>Grade spinal point range:</b>	SCP 1 & 2
<b>Accountable SLT post:</b>	Business Support & Finance Manager
<b>Line Manager of post holder (if different):</b>	Catering Manager
<b>Staff to be supervised or line managed by post holder:</b>	NA
<b>Post holder will work with:</b>	Catering Manager Catering Supervisor Kitchen Assistants
<b>Holiday and sickness relief by/for:</b>	By and for other Catering Staff
<b>Purpose of job:</b>	To assist with the preparation and serving of meals, including general kitchen, and dining room cleaning, supervision of pupils during lunch times and operation of the cashless till system.
	This post may work across the Trust schools.
<b>Version revised:</b>	September 2021

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Specific duties and responsibilities

To assist with the preparation and serving of meals, including general kitchen, and dining room cleaning, supervision of pupils during lunch times and operation of the cashless till system under the direction of the Catering Manager.

Duties will include, but not be limited to:

- Assist with the basic preparation of food and refreshments, including re-stocking of fridges and packaging of food.
- Assist with the care, cleaning, and maintenance cleaning of all equipment in use in the kitchen as required.
- Prepare the dining room for service, including cleaning, sweeping, mopping, and laying of tables when necessary.
- Assistance with clearing tables and returning trays to collection points.
- Empty bins and remove waste to designated areas.
- Assistance with the washing up of all kitchen items.
- Operate the cashless till system under the direction of the Catering Manager.
- Supervision of pupils entering the dining area, encouraging positive behaviours and giving guidance on table manners.
- Taking steps as necessary when children are unwell, assisting their needs when in distress and reporting the situation to the relevant member of staff. (Pastoral/Teacher etc).
- Provide an efficient, caring, and friendly service to customers (students and staff).
- Always work in a safe manner having due regard for others and food safety/hygiene and health and safety legislation.

### Support for the Trust / School (applies to all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Catering Assistant**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Experience working as part of a team	✓		✓
Experience in working in a production kitchen or food preparation area		✓	✓
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Knowledge of health & safety and waste handling practices		✓	A/I
Awareness of the principles of food hygiene and storage/service		✓	A/I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience.	✓		A
Basic Food Hygiene qualification		✓	A
Evidence of regular, relevant and recent personal development.	✓		A
<b>Other skills</b>			
Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I

Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
<b>Interpersonal skills</b>			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I