



## **CATERING ASSISTANT – ICENI ACADEMY - COLCHESTER**

### **Required ASAP**

Connected Learning Multi-Academy Trust require a Catering Assistant at Icen Academy in Colchester.

Band 1 Point 2 (Actual salary £3573), Hours: Monday to Friday, 11.30am - 1.15pm, (Term-time only) required ASAP.

We are looking to employ a Catering Assistant to be part of our busy lunchtime team. We need someone who is patient, understanding and who enjoys working with children.

Part of this role will be to collect school meals from the school next door and transport them on a trolley to our Academy. You will then be required to serve the children their food, tidy up and clear away.

Level 2-food safety is desirable but not essential, as training will be given.

Connected Learning Multi-Academy Trust are committed to:

- Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- Promoting equality of opportunity and community cohesion where the diversity of difference backgrounds and circumstances is appreciated and positively valued;
- The fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment.

The appointment will be subject to an enhanced DBS check, medical clearance and satisfactory references.

If you require any further information please email [hr@connectedlearningmat.co.uk](mailto:hr@connectedlearningmat.co.uk).

Closing Date: 7<sup>th</sup> May 2021

Interview Date: TBA



## Job Description

<b>Job Title</b>	<b>CATERING ASSISTANT</b>
<b>Applicable to</b>	All Schools
<b>Grade</b>	2020 Scale 2
<b>Reports to</b>	Headteacher/Head of School
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Other catering staff, suppliers.
<b>Job Purpose</b>	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school, including transportation of food by trolley.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• The preparation and simple cooking of food &amp; beverages.</li> <li>• The serving of school meals and beverages</li> <li>• Serving customers at the counter/hatch or from a trolley or kiosk as required.</li> <li>• To collect meals and equipment from the school next door and return on a daily basis.</li> <li>• To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.</li> <li>• During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.</li> <li>• To set up tables if required.</li> <li>• To help with preparation and serving of snack if required.</li> <li>• To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.</li> <li>• To attend training activities and/or meetings as required.</li> <li>• Occasionally, to assist with special functions at the school which may be outside of normal working hours.</li> <li>• To report any customer comments or complaints and take any necessary remedial action if appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.</li> </ul> <p>Lunchtime Duties (if required)</p> <ul style="list-style-type: none"> <li>• To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.</li> <li>• To assist children with eating their meal if applicable.</li> <li>• To assist children with eating their meal if applicable.</li> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To enforce the necessary sanctions for maintaining good order.</li> <li>• To administer basic first aid as required (if you are a qualified first aider).</li> <li>• To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• Where necessary and appropriate to lead games and activities with the children.</li> </ul> <p>To follow the school's procedures in relation to safeguarding and report any concerns regarding an individual child or group of children to the relevant person</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• As part of the Connected Learning Multi-Academy you may be required to work or attend at any of the other schools in the trust.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li><li>• To abide by the Connected Learning Staff Dress Code at all times.</li><li>• The Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul> |
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The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Head of School/CEO to carry out appropriate duties within the context of the job, skills and grade.

## CATERING: CATERING ASSISTANT

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	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  Completion of DCSF Induction programme
	Knowledge of relevant policies and 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
<b>Communication</b>	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
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in the school

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information, as required
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role



