



Catering Assistant Recruitment Pack
Spalding Parish C of E Day School
Part of the Lincoln Anglican Academy Trust

Schools serving their communities through Excellence, Exploration and Encouragement within the love of God



'Start by doing what's necessary, then do what's possible; and suddenly you are doing the impossible.' **St Francis of Assisi**

Catering Assistant

Required as soon as possible

1 x 16 hours per week to be split over 5 days

G2 Point 11 £17287 FTE (Actual salary £6229.19)

Working 38 weeks per year, term time only

Here at Spalding Parish Church of England Day School we aim to be an outstanding, values-based, nurturing Church school at the heart of our culturally diverse community, striving for excellence, enabling our children to achieve their highest potential in all areas of the curriculum.

Together at SPCEDS we are on a continuing learning journey to support the children, families and wider community that we serve. We firmly believe in supporting the children to develop the essential skills for life in an ever changing world. Our children learn to become resilient and self-assured in a safe, inclusive and nurturing community. All of our staff play a part in this work and everyone is challenged and encouraged to thrive and achieve as individuals.

Our School is proud to be a part of the Lincoln Anglican Academy Trust, an expanding and forward-thinking multi-academy trust, with a commitment to the nurture and development of talented staff. This relationship brings great strength to the school and enhances the CPD opportunities for all of our staff.

We are seeking to appoint a part time Catering Assistant to join our dedicated and friendly team.

In return we can offer you the opportunity to be part of our happy, successful and ambitious school. We have an excellent staff team, wonderful children and a supportive school community.

Visits to our school are warmly welcomed and encouraged and will fall in line with current social distancing rules.

Application packs are available via the school website www.spaldingparish.lincs.sch.uk, the Trust website www.thelaat.co.uk or by contacting the school directly.

Completed application forms should be sent to:

jo.crossley@spaldingparish.lincs.sch.uk

For further information, an informal discussion or to arrange a visit, please contact Jo Crossley (School Business Manager) on 01775 72233 or by email at jo.crossley@spaldingparish.lincs.sch.uk

CLOSING DATE FOR APPLICATIONS: 30th September 2021

INTERVIEWS: Week beginning 4th October 2021

START DATE: As soon as possible

The Trust promotes diversity and wants a workforce which reflects Christian Value. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS.

Welcome from the CEO

The Lincoln Anglican Academy Trust is a unique organisation that celebrates the individuality of every school whilst promoting an uncompromising belief in the power of collaboration and distinct Christian ethos to support all pupils and staff to be the best they can be.

Established as a multi-academy trust by the Diocese of Lincoln in 2013, we've grown to serve 16 academies across three local authorities of Lincolnshire, North Lincolnshire and North East Lincolnshire.

You will be joining a well-established and successful trust - ready to support your development. As a trust, we work closely with our schools to provide high quality central capacity (around school improvement, HR, finance and health and safety) so that you can focus on the things that matter most – creating inspiring, inclusive and nurturing learning opportunities that will empower true transformation.

Within LAAT, we have a shared vision that schools serve their communities through excellence, exploration and encouragement within the love of God. For colleagues and I, this represents a personal and collective commitment, that every child and adult is supported to realise their full potential. Our commitment to our communities is resolute.

In joining, you will find an organisation that is purposeful, determined and impassioned in its obligation to drive lasting impact. We invest in our team members, support aspiration and provide development pathways that you are unlikely to find anywhere else.

I would like to thank you for your interest in this exciting opportunity and hope you're inspired to join us.

Jackie Waters-Dewhurst

Chief Executive Officer

For more information about the Trust or the School please see links below.

www.thelaat.co.uk

<https://www.spaldingparish.lincs.sch.uk/>

<https://www.spaldingparish.lincs.sch.uk/page/?title=School+%26amp%3B+National+Data&pid=67>

Job Description Catering Assistant

Grade: G2

Responsible to: Catering Manager/Business and Operations Partner

Key Tasks and Responsibilities

Core Purpose

To carry out general kitchen duties and assist in cooking and food preparation under the general direction of the person in charge of the kitchen.

Key Tasks and Responsibilities

Assist in food preparation and general cooking tasks

Preparation of dining area, transporting and serving meals

Washing up and general cleaning.

Report incidents in line with the school policy.

Undertake similar work at other times as required.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition employees working with children have a responsibility to safeguard and promote the welfare of during the course of their work.



CATERING ASSISTANT PERSON SPECIFICATION

Training/Qualifications/Experience	Essential	Desirable
Basic Food Hygiene Certificate		*
Current First Aid qualification		*
Experience of working in a catering environment		*
Basic level of education	*	
Experience of cleaning equipment including floors, fixtures and fittings, cooking utensils, cutlery, glassware etc.	*	

Professional knowledge and understanding

Current First Aid qualification		*
Experience of working in a team	*	

Understanding of the importance to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	*	
Understanding of schools healthy eating policy	*	
General Understanding of the operation of a school		*

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Ability to communicate clearly	*	
Able to follow instructions and seek clarification where needed	*	
Willingness to undertake further training and development to meet the needs of the role	*	
Willingness to follow the Trusts safeguarding procedures and recognise when to report any concerns	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	

Approach to work – candidates should:

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

Behaviour Competencies - Candidates should:

Be respectful and able to act with tact and diplomacy	*	
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Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	
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Special Requirements - Candidates should:

Be a positive role model	*	
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Our commitment to you

We believe that our all Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

- Transparency – we will treat you with respect, honesty and fairness.
- Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.
- Showcasing talent – we'll provide a good opportunity for you to share your skills, experience and potential.
- Feedback – we will provide constructive feedback professionally.
- Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process.

Please see link to our privacy notice for prospective candidates

<https://www.thelaat.co.uk/blog/?pid=9&nid=2>

