

KINGFISHER PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

CATERING ASSISTANT

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

Kingfisher is a primary school in the heart of its community. As Principal, I am immensely proud to lead such a welcoming, hardworking and caring team. Also, to be able to work with kind, respectful children who want to learn and develop their understanding of the world is a privilege!

We are a vibrant, friendly two form entry primary school. At Kingfisher Primary our vision is to provide an inclusive environment where children participate, reach their potential and are proud of their achievements. All children will: gain experiences which enrich their lives, become responsible members of society and be ready for secondary school.

We aim to establish a strong partnership with our families in order to help build an environment where children can thrive and reach their full potential.

With over 400 pupils aged between 3-11 at Kingfisher Primary, we have a strong ethos of inclusion. We encourage all children to be confident, independent learners, caring for themselves as well as others around them. We set ourselves high standards of respect, resilience and achievement. As a team we are constantly striving to provide our children with the best possible education and a range of opportunities.

At Kingfisher Primary, our aim is to empower children in a life full of choices. We hope to provide experiences and the knowledge so that children can make informed decisions, encouraging children to take risks and to learn from their previous choices to help them to make better, informed choices as they move through life. We aim to foster a love of learning and develop enquiring minds through a curriculum especially tailored to our school and the needs of the children. Our curriculum drivers; heritage, knowledge of the world, cultural diversity, aspiration and healthy minds and bodies help our curriculum take shape. These drivers are our passions. We also place a high emphasis on the development of basic skills to support our children. We ensure that our children value themselves as unique individuals, respecting the differences and working together as a community to enable our children to develop as responsible citizens.

A key focus for leadership at Kingfisher relates to the wellbeing offer for all staff. This offer focuses on creating a work life balance for all our staff; this filters through our policies, such as our Feedback Policy which makes responding to children's learning both meaningful and manageable using in the moment responses. We invest in staff development and work with our English and Mathematics consultants who provide ongoing training and development to support teaching and learning in classrooms from planning to how to resource teaching for all pupils.

In addition to day to day wellbeing investment we use opportunities throughout the year to spend time as a staff developing as a team using an INSET day each year as a wellbeing day.

Over a number of years we have developed opportunities for families to engage with school through workshops, focusing on shared learning between parents and their children. We hope to continue our work on this over the coming years to strengthen our community links. Parent partnerships are regarded with upmost importance at Kingfisher. Only when working with families and sharing a common goal, do we achieve the very best for our children.

We welcome visits to the school to experience the atmosphere, ethos and approach and to have an opportunity to meet the children and staff who make Kingfisher a great place to be.

Best wishes,

Catherine Skinn

Principal at Kingfisher Primary Academy



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families in Doncaster.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school .

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the South Yorkshire Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:

Catering Assistant

REPORTING TO:

Catering Manager

SALARY RANGE:

£22,548 - £23,114 per annum
SCP 2 - 4

ACTUAL SALARY IF PRO-RATA:

£8,715 - £8,934 per annum

CONTRACT TYPE:

Permanent

WORKING PATTERN:

16.5 hours per week - term time contract
Monday – Thursday 10.30am - 2pm - Friday 11.30am - 2pm
38 weeks of term time plus 5 INSET days per annum



Role Description

Purpose

A Catering Assistant, or Kitchen Assistant, helps the Cook to prepare food and keep the kitchen clean. Their duties include preparing meal ingredients, setting dining tables and ensuring that children and staff have a quality dining experience.

Main Duties and Responsibilities

- Catering Assistants help with all activities related to catering. Their key duties and responsibilities can include:
- Assisting with basic food preparation activities, including washing, peeling and cutting vegetables
- Cleaning and sanitizing all tableware and service equipment before and after service
- Setting up dining areas by arranging chairs, tables, service counters, service fridges, beakers and water jugs according to the Catering Manager's instructions
- Ensuring there is no shortage of supplies by informing the catering manager if any stock or produce is running low
- Answering questions and serving children with a can-do attitude
- Complete tasks to the best of their abilities which have been set to them by the Catering Manager
- Ensuring all stock has been put away correctly as soon as it has been delivered
- Completing all closing down procedures as per catering manager/cooks instructions.

Person Specification

Experience

- Excellent organisational skills including the ability to multitask and organise workload.
- Great communication skills. Communicating effectively with different internal and external stakeholders.
- Has the ability to work to tight deadlines whilst paying excellent attention to detail.
- Excellent team working skills including communication and prioritisation.
- Helpful and positive approach to dealing with all stakeholders.
- Proactive approach to planning work and achieving deadlines.
- Able to work independently and as part of a team.
- Welcomes challenges and is flexible and adaptable to the needs of the trust.
- Experience preparing fresh food.
- Experience working in a similar chef's role.

Education and Qualification

- Catering Assistants are required to complete mandatory in-house courses such as: Food Hygiene, Allergen Awareness and Anaphylaxis, Food Safety, Manual Handling, Fire Safety, Health and Safety at work and safeguarding. This is part of our induction plan.
- Any qualifications in food preparation, hospitality or professional cookery is desired but not essential.

Skills and Knowledge

- A successful Catering Assistant candidate has prerequisite skills and qualifications needed to do their work effectively. These include:
- Having experience in different preparation methods of food items
- Application of food health and safety regulations
- Ability to work as part of a team
- Friendly and hard working
- Effective organisational skills
- The ability to complete admin tasks to an adequate level
- Able to work effectively in a team or on their own.

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.

The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.

We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer, we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

Here at Astrea Academy Trust, we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.

