

Secondary

Academy  
Transformation  
Trust

Catering Assistant

# Application Pack

Bristnall Hall Academy

Sandwell, West Midlands



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# 01. About Academy Transformation Trust



## Our Mission

Transforming lives by *putting education first*.

## Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

## Our Values

### Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

### Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

### Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

### Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

To learn more about our story/journey, please read our [ATT Magazine](#)

# Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

## Our Priorities: Big Moves

Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies  
Local Authority Areas | 10

Staff | 1720  
Primary | 409  
Secondary | 1130  
Special | 30  
FE | 76  
Other | 75

Learners | 13,334  
Primary | 2711  
Secondary | 9280  
Special | 45  
FE | 1298

Governance  
People Engaged | 120+  
Trustees | 10  
Members | 4

Finance  
£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

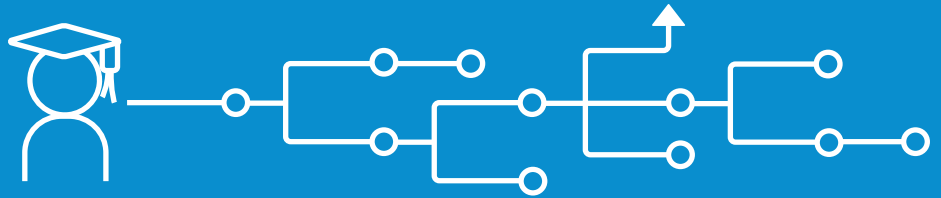


1 Outstanding

19 Good

1 Requires Improvement

# 02. Career Testimonials



## Janye Sargant | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

## Samantha Chilton | PA to Principal

During my 14 years at Bristnall Hall Academy, I have been fortunate to have had various roles within the academy. I joined as a Learning Support Practitioner, supporting SEND students in the classroom, however 7 years ago developed my career further to become an Attendance Officer. The transition from LSP to Attendance Officer was well supported by the academy and ATT through a range of CPD, as well as the opportunity to work with colleagues across the Trust to share best practice.

More recently, I have become PA to the Principal, and with the support, guidance, and advice of my colleagues within the Trust, have been able to develop my skills and knowledge to enable me to carry out my role effectively.

## Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

## Jamie Grainger | Vice Principal

I joined Bristnall Hall Academy in January 2016 as Area Leader for Science and knew immediately it was going to be a school that I would love working at and would remain for many years to progress my career. The fantastic staff and students mean it is difficult not to enjoy being part of the Bristnall Hall family. I have received fantastic professional development as well as opportunities for career progression. The Principal has encouraged and supported me to successfully complete fully funded professional qualifications as well as being able to progress to Assistant Principal and more recently Vice Principal. Being part of ATT also means having wider opportunities to be part of Trust wide groups giving me the opportunity to influence strategy whilst working with a range of colleagues from across the country. Our commitment to student outcomes and success, staff wellbeing and continued professional development means Bristnall Hall Academy will be a gateway of opportunity for any new member of staff joining the Bristnall Hall family.

# 03. Academy Information



Bristnall Hall Academy is part of the Academy Transformation Trust family of academies.

Bristnall Hall Academy is an 11-16, unique community academy with an extensive offering supported by a strong reputation for partnerships and inclusivity. We are a thriving and oversubscribed academy with a well-established reputation for outcomes for students. In 2022, our Progress 8 of +0.83 made us the highest performing Academy in Sandwell again.

We are very pleased to be an Outstanding academy, following on from our inspection in November 2023. Inspectors stated that Bristnall Hall Academy is a “truly inclusive and harmonious school” and that “everyone is proud to be part of a close-knit school community that is working together with a common purpose.” Our staff “feel valued” and our classrooms “ooze enthusiasm and productivity”.

We have a key focus on staff well-being, with a number of initiatives in place across the academy including bespoke departmental marking and assessment policies which have dramatically reduced teacher workload. If you want to inspire, aspire and achieve, come and join something special and make your mark.

We aim to provide our young people with the qualifications, skills and attributes to have a successful and happy life.

Benefits include:

- Extensive ECT support programme
- Individual CPD package for every member of staff
- Access to the staff benefits portal
- Education Enterprise Specialists
- Friendly, supportive staff
- Outstanding behaviour
- Flexible working
- Proud to promote diversity, equality and inclusion within our academy

All visitors to the academy are welcome at any time of the day. To find out more, please visit [www.bristnallhallacademy.attrust.org.uk](http://www.bristnallhallacademy.attrust.org.uk)



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

[Click to Learn More](#)

Transformational Teaching

[Click to Learn More](#)

Transformational Services

[Click to Learn More](#)

## Professional Development at ATT:

# 04. The ATT

### What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

### PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

### Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)

# 05. Job Description

## Catering Assistant

Reporting to: Catering Manager

### Responsibilities:

- To assist with the basic preparation of food and refreshments, which may include some cooking.
- To assist with the setting up of the servery counters for lunch.
- To assist the Catering Supervisor/Manager and colleagues with academy hospitality functions.
- To assist with the general daily cleaning of the kitchen and associated areas.
- To assist with the care, cleaning, and maintenance cleaning of all equipment in use in the kitchen as required.
- To assist with the washing up of all kitchen items.
- To prepare the dining room for service, including cleaning, sweeping, mopping and laying of tables when necessary.
- To move the dining room furniture within the dining room when necessary.
- To serve pupils and staff in line with academy requirements.
- To report any inappropriate behaviour in line with the behaviour policy.
- To encourage children to take a balanced meal, especially those on special or restricted diets.
- To be aware of children on special or restricted diets for medical reasons.

### General Duties:

- To maintain the agreed standard of dress and appearance
- To ensure all tasks are carried out with due regard to Health & Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.



- To adhere to the ethos and values of the academy.
- To set an example of personal integrity and professionalism.
- To attend appropriate meetings as directed by the academy/Trust leadership teams.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the academy.
- Observance of the Trust's equal opportunities policy.

## Safeguarding:

- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the academy.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment. Bristnall Hall College Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.

# 06. Person Specification

## Catering Assistant

### Key Responsibilities:

At the academy, we strive to achieve excellence and to be judged an outstanding academy. In order to maintain the high standards and build on success of the academy, you will need to:

- > establish a culture of high expectations and aspiration so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community

	Essential	Desirable
Professional Qualifications and learning		<ul style="list-style-type: none"> <li>• Relevant Training and Cookery Qualification or equivalent experience required.</li> <li>• Food Safety Level 2.</li> </ul>
Experience		<ul style="list-style-type: none"> <li>• Food hygiene and cookery skills.</li> <li>• Knowledge and understanding of catering related legislation, such as Natasha's Law 2021.</li> <li>• Experience and knowledge of working in a large-scale catering environment.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>• The ability to work as part of a team.</li> <li>• The ability to work independently and make sound decisions.</li> <li>• Excellent communication and organisational skills.</li> <li>• Good customer care skills</li> <li>• Ability to operate IT equipment eg. tills</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to establish positive and professional relationships with staff, visitors and students.</li> <li>• Interpersonal and communication skills.</li> <li>• Ability to meet the physical demands of the role.</li> <li>• Ability to keep calm under pressure.</li> <li>• Good time keeping</li> </ul>	
Other Requirements	<ul style="list-style-type: none"> <li>• Must be able to work flexibly and within contracted hours</li> <li>• Attendance at meetings, INSET/parent's evenings/academy events as required.</li> </ul>	

# 07. How to Apply

## Catering Assistant

### Applying:

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)



Status: Permanent  
20 Hours per Week  
39 Weeks per Year

### Salary:

NJC Scale Point 2 - 6  
Actual salary £10,398 - £11,108 per annum  
FTE Salary £22,366 - £23,893 per annum



Closing Date:  
Friday 16 August 2024, 09:00am

Start Date: As soon as possible



Interviews:  
Friday 23 August 2024





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