



Gravenhurst Academy Application Pack

Canteen Server & Midday Supervisor (Maternity Cover)





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INTRODUCTION

Welcome to Gravenhurst Academy and the Bedfordshire Schools Trust.
Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Alison Day
School Business Manager
aday@bestacademies.org.uk
Tel: 01462 711257

Gravenhurst Academy

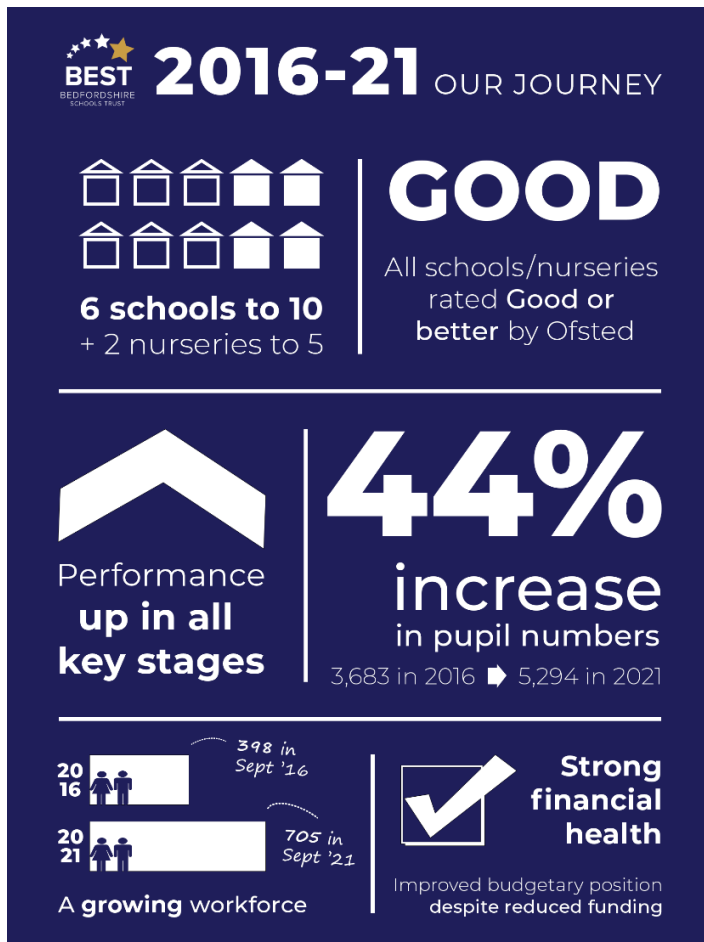
10 High Street, Upper Gravenhurst, Bedfordshire MK45 4HY
www.gravenhurstacademy.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire. We now educate more than 5,000 children across the area, from nursery age to advanced level study.



This infographic charting the journey of our trust was originally created for our 5 Years of BEST commemorative brochure which was produced in September 2021 – a digital version is available to read on our website



It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The first five years of BEST has been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



ABOUT GRAVENHURST ACADEMY

Gravenhurst Academy is a small village school with approximately 50 pupils. The school is located in Upper Gravenhurst, in the Central Bedfordshire countryside.

In our most recent Ofsted report (March 2011), we were judged as Outstanding by inspectors.

Working at Gravenhurst Academy is an opportunity to be part of a highly successful, creative, rural community school, as well as being part of a supportive trust.

We are passionate about outdoor learning and our children enjoy Forest School activities in our wonderful woodland area, grow plants and vegetables in our allotment and perform in our outside theatre.

We are a values-based school where children thrive in an environment of nurture, resilience and understanding.

You will join a happy and highly motivated staff team who are supportive, professional and passionate about the school.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: 9am, Monday 1st July 2024

Interview date: Afternoon of Friday 5th July 2024

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Canteen Server and Midday Supervisor (Maternity Cover)
Based at	Gravenhurst Academy
Salary/Grade Range	Level 1D –point 02 £11.59 per hour
Responsible to	School Business Manager
Hours	10 hours a week 11.30am-1.30pm, term time only

Purpose of Role:

Main Responsibilities

1. To prepare the dining hall ready for the midday hot lunch meal with assistance from other midday supervisors.
2. To dish food to pupils on a daily basis noting portions and those with allergies and beliefs on a job share basis.
3. To clean away after children have dispersed from the dining hall and prepare the dishware for the next day by cleaning plates and utensils with the use of a dishwasher, storing plates, emptying bins etc.
4. Supervision of pupils safety before, during and after the midday meal.
5. Supervision of hand washing as required.
6. Once all food is served assistance may be required to help pupils where necessary to return empty dishes etc to service counter.
7. Once cleaning is complete supervision of pupils in the playground or other area of the school as required, dealing with any incidents of inappropriate pupil behaviour in line with the school's Behaviour Management Policy. Organising/supervising play/games as appropriate inside school on wet days.
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To undertake any other duties of a similar level and responsibility as may be required.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.





PERSON SPECIFICATION

Job Title: Canteen Server & Midday Supervisor

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Good general standard of education 	
Professional Experience	<ul style="list-style-type: none"> • Experience of children (including own children) 	<ul style="list-style-type: none"> • Previous experience of working with children in a caring or educational environment.
Professional Knowledge, Skills & Understanding	<ul style="list-style-type: none"> • Empathy with the needs of children and young people. • Ability to work as part of a team and to use own initiative when appropriate. 	Level 2 in Food Safety & Hygiene standards
Personal Qualities	<ul style="list-style-type: none"> • Willingness to undertake training (e.g. in behaviour management) 	
Physical	<ul style="list-style-type: none"> • Ability to undertake all physical aspects of the post 	
Other	<ul style="list-style-type: none"> • Willingness to undertake First Aid training • Willingness to undertake Level 2 Food Safety & Hygiene course • Appropriate DBS clearance (before post is taken up) 	<ul style="list-style-type: none"> • Current First Aid qualification

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

