



Catering Assistant



RECRUITMENT INFORMATION PACK

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23 April 2024

Dear Applicant,

Thank you for your interest in this exciting position of Catering Assistant at Askern Moss Road Infant Academy. The successful candidate will have the opportunity to have a positive impact on many young people's lives. Within this application pack you will find a job description and person specification, as well as information on the academy and how to apply. I would strongly encourage you to visit our academy website on www.askernmossroad.co.uk and our twitter account @MossRoadAcad, to see up to date information on life at Moss Road.

The successful applicant will be assured of a well-considered induction to the Academy and support for your own professional development. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to be part of a school where all staff work relentlessly to ensure that all pupils achieve their full potential.

Everyone at Moss Road has a key role in our aim to be a vibrant school community where everyone feels safe and valued and their opinions are heard; where high quality learning experiences excite and challenge children to reach their true potential and become rounded and responsible citizens.

As part of a Multi Academy Trust, the opportunity for excellent professional development across our Trust exists. We hope that you feel Moss Road will be the right school for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to Moss Road to meet all of the team.

Yours faithfully,

Carol Ann Turner
Executive Head

Carol Ann Turner Executive Head
Anne-Marie Collins Head of School
Moss Road, Askern, Doncaster DN6 0NE
Tel: 01302 700287
Email: admin@askernmossroad.co.uk www.askernmossroad.co.uk

 @MossRoadAcad

Our Organisational Vision

Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive.

Our Strategic Areas

Culture

Thriving Together

Currency

Personal Best

Capacity

Operational Excellence

Character

Preparation for Life

Our Values



Pride

We are the champions of our students, our Trust and our people



Ambition

We challenge ourselves to innovate and do better every day



Integrity

We operate with honesty, transparency, and serve our community



Responsibility

We act responsibly, take ownership for our actions and care for each other

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in everything they do, have high ambitions for themselves and others, take responsibility for their actions and always acting with integrity.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.

Our Values



Pride

We are the champions of our students,
our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



Ambition

We challenge ourselves to innovate
and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



Integrity

We operate with honesty, transparency,
and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



Responsibility

We act responsibly, take ownership for our
actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity

Our Strategic Areas

Culture - *Thriving Together*

It is our belief that a strong culture is the cornerstone to a successful Trust. A core aspect to Leger Education Trust's culture is the promotion and development of everyone being a leader in their respective roles and responsibilities. By ensuring that this is a fundamental aspect to everyone's practice, we are able to effectively support each other and in doing so, *thrive together*. This approach enables us to meaningfully build capacity where everyone is provided with the opportunity to lead others and genuinely change lives. We are leaders who know ourselves, who know our own strengths and limitations and who genuinely care about making a difference. We all embrace the 'mundanity of excellence' where the basics are performed consistently, collectively and brilliantly every lesson, every day. We are empowered to challenge each other so that we all share and aspire towards achieving the highest standards of educational provision. Our Trust is staffed by radiators not drains; our people light up a room; bring energy, ideas; and an optimistic, positive attitude. Our culture ensures that we do not wait for someone else to act; we do not make excuses or take the easy option.

Currency - *Personal Best*

Our strategic area of 'Currency' focuses on ensuring that all students achieve their *personal best* during their academic careers. When students move on from our Trust, it is our hope that they will have the currency they need to succeed in life. This currency is embedded in academic achievement and the wider experiences students have during their time with the Trust. These experiences contribute to the development of a well-rounded individual who embodies a broad range of skills. It is the acquisition of these skills that enable our young people to be dynamic and capable of opening a number of exciting doors in their future. 'Black Box Thinking' creates long-term sustainable improvement and raises achievement as we honestly, bravely and brutally reflect on what we are doing, across the entire Trust. We share and promote the positives, whilst equally creating a culture where achieving the best outcomes for our students is at the heart of what we do. To do this, a professional culture of self-improvement is adopted where we question everything to ensure that it is the right approach for all. In our Trust it is our job to ask why, how and what, whilst identifying weaknesses and challenging the norm to support innovation and risk-taking, seek opportunities and celebrate success.

Capacity - *Operation Excellence*

Our Trust has built the foundations for *operational excellence* and continues to thrive and grow. It is important that this growth is strategically managed to ensure capacity exists at every level. In order to create this capacity and support the 'business' and quality of education we provide, we focus on the identification, recruitment and retention of talent. The foundations for operational excellence also relate to the quality of our Governance. Our Trustees and Governors understand our community, embrace our culture and as Carter (2020) states 'ask the right questions, at the right time'. Ultimately, operational excellence where capacity is evident at all levels, is achieved through a combination of high quality governance, a great Trust team and outstanding academy leaders who are driven by our vision and values.

Character - *Preparation for Life*

It is our belief that we successfully prioritise personal empowerment and social transformation in what Tierney (2020) calls '*preparation for citizenship*'. On a Trust wide level, we focus on character and personal development in all of our schools, ensuring that every young person engages with the many aspects of life and society. We enable every student, particularly our most vulnerable, to experience outstanding extended and super-curricular opportunities from the moment they start school, to the time they leave and go on to the next phase of their journey. Across the Trust, innovation is prioritised to ensure that best practice is continuously shared within our schools and beyond. Carter (2020) discusses the dangers of being 'islands of ordinariness' in schools. He advises leaders, at all levels, to research, enquire, take risks and be open to new ideas. A commitment to go 'beyond the ordinary' guarantees that our schools become truly great and students leave us ready to take their place in the world.

The Application Process

Further details about Askern Moss Road Infant Academy can be found on the school website: www.askernmossroad.co.uk and also the twitter feed @MossRoadAcad.

A telephone call will be made to shortlisted candidates, followed by an email detailing the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

Written references will be sought on all short-listed candidates before interview.

If you have any queries on any aspect of the application process or need additional information, please contact Leger Education Trust.

Key dates:

Closing date is: **Tuesday 7th May 24 at 12noon**

Shortlisted candidates will be invited to interview.

Catering Assistant

Grade 3: Pro rata £3,880.80

Part Time, 7.5 hours per week (11:30-13:00, Mon to Fri)

Permanent

We are seeking to appoint an enthusiastic, motivated and flexible individual to join our successful Infant Academy. You will be part of a small team of staff whose primary role is to ensure the smooth running of the kitchen.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and application form visit www.askernmossroad.com/vacancies

Closing date for receipt of applications is **Tuesday 7th May, 12noon**

Shortlisted candidates will be invited interview.

Job Description

Catering Assistant

Grade 3 - Pro rata £3,880.80

Part time 7.5 hours per week (11:30-13:00, Mon to Fri)

Reporting to: Trust Catering Manager

OBJECTIVES OF THE POST

- Leger Education Trust encourages children and young people to choose healthy food with the aim of increasing the uptake of school meals
- The catering service is part of school life and staff are required to adhere high standards of behaviour at all times, including outside the workplace.

MAIN DUTIES

- Putting out dining tables and chairs before service and cleaning them before putting away into storage after service
- Tidying up the kitchen and dining room and carrying out cleaning and washing up duties
- Sweeping and mopping floors
- Removing waste and rubbish to the designated area
- Serving meals to children, young people and staff
- Be responsible for promoting and safeguarding and welfare of young people that you come in to contact with
- Engage with children and young people at service time
- Support children and young people in developing good dietary habits
- Listen actively and respond to concerns of children and young people
- Communication and teamwork with school colleagues other practitioners and professionals
- Reporting to the line manager and alerting other members of staff to potential hazards in the kitchen.
- Promoting the catering service to all customers including parents and students by taking part in activities designed to increase meal uptake
- Assist the line manager in the care and maintenance of equipment including reporting faults etc.
- The efficient use of services such as gas, electricity and water
- Carry out all work in accordance with the policies and procedures included in:
 - The Food Safety Management System

REQUIREMENTS

- An enhanced Disclosure Barring Service (DBS) clearance is required for this post.
- Attend training courses as required including:

- Food Hygiene
 - Health and Safety
 - Safeguarding
- Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with

HEALTH AND SAFETY

The post holder is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. The post holder is also required to be aware of and comply with the Leger Education Trust's policies on health and safety.

COMMITMENTS

Commitment to the community ethos of the school, helping to promote appropriate behaviour and correct uniform wearing when dealing directly with students and to Equal Opportunities.

Person Specification

	Essential	Desirable	How Assessed
Qualifications:			
Basic knowledge and appreciation of the need for a caring approach with children with regard to the importance of healthy eating	✓		Application form
Knowing and understanding the importance of good personal hygiene	✓		Application form
Level 2 Food Hygiene Certificate		✓	Certificates
Experience			
Experience of a customer service role	✓		Application form
Experience of working in a school		✓	Application form
Working in a catering establishment carrying out basic catering tasks		✓	Interview
Knowledge, Skills and Abilities			
The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties	✓		Application form and at interview
Be reliable, dependable and have a smart and tidy appearance	✓		Application form and at interview
Ability to use own initiative as well as work within a team environment.	✓		Application form and at interview
Excellent communication and interpersonal skills.	✓		Application form and at interview
Ability to interact with students and staff.	✓		Application form and at interview
Ability to work under pressure.	✓		Application form and at interview
Ability to work flexibly as the need arises.	✓		Application form and at interview
Other:			
Clean Driving Licence			Application Form and Driving Licence
Commitment to achieving high standards and continually improve performance	✓		Application form and at interview
Enthusiasm and a positive outlook.	✓		Application form and at interview
Confidential References:			
Written reference(s) only	✓		

Askern Moss Road Infant Academy will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.