



Ormiston Park Academy  
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## Post: Catering Assistant – Level 1

Location:	Ormiston Park Academy based
Salary:	OAT Grade 1, pay point 2 (£22366.00 FTE)
Status:	Fixed Term-Maternity Cover
Contract	Academy
Hours:	22 hours a week term time plus 5 INSET days (Actual Salary £11,438.89pa) Additional hours flexible to meet the needs of the business
Responsible to:	Catering Manager

### Responsible for

To provide catering support on behalf of the Principal and Senior Leadership Team, delivering the day-to-day provision of catering services, ensuring a high level of hygiene and safety is maintained.

To undertake the necessary preparation and service delivery, maintenance and procedures, following systems and policy to promote high standards of catering.

Support the catering service to run as well operationally as it possibly can with effective maintenance and cleanliness ensuring that communications and reports are made in a timely manner that meet the needs and expectations of all stakeholders including compliance with relevant OAT Head Office policies and processes as needed.

## Main duties and responsibilities

### Food and Catering

- Assist in the preparation, cooking and serving of basic food (hot and cold) and beverages using set recipes/specifications.
- Assist in waste materials removal and disposal.
- Use of kitchen equipment, knives for food preparation.
- May be required to undertake first aid duties

## Resources

- Refill and replace sauces, condiments and other consumables.
- Assist in proper storage and stock control of chemicals and foodstuff.
- Operate the cashless register.

## Cleaning and setting up serving and dining areas

- Undertake cleaning and washing up as directed in the kitchen, serving and dining areas.
- May assist with moving and setting up dining areas

## Systems, Policies and Procedures

- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
- Works to set standards and maintains consistent standards.

## Team Involvement

- May demonstrate own duties to new or less experienced staff.

## Building Professional Relationships

- Exchanges information with other catering and dining staff.
- Interacts with pupils to establish their needs.

## Record Keeping and Information Management

- Maintain basic records such as food temperature where required.

## Problem Solving and Decision-Making

- Identify straight forward solution to simple problems.

## Knowledge, Skills and Experience

- Basic food hygiene required
- Willingness to undertake health and safety training
- Basic cookery and food preparation skills required.
- Previous catering experience desirable.
- Basic literacy and numeracy skills.
- First aid at work may be a requirement or pediatric first aid.

## Physical Demands and Working Conditions

- Required to stand for long periods with some carrying of weights.
- Some exposure to heat and noise in the kitchen.

### General Responsibilities

- Be aware of promote and comply with policies and procedures relating to safeguarding, child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, differences and ensure equal opportunities for all.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Ensure that work is completed in compliance with relevant legislation and procedures relating to this role.
- Ensure GDPR principles are embedded in normal working practices.
- Post holders may be required to work flexibly in order to meet the business needs. All staff are required to partake in performance management and training activities.
- The above list is not exclusive or exhaustive, and the school may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Academy's responsibilities towards safeguarding.
- The Trust expect that employees deal with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Academy's Code of Conduct and the equality policy objectives.

### DBS

- An enhanced disclosure and barring check will be a requirement of the post.

# Person Specification

Attributes tested by Application, Interview, Task and References	
<b>Qualifications &amp; Experience</b>	<b>Essential E/ Desirable D</b>
Experience of working within a school environment	D
Experience of managing own workload to meet conflicting demands and deadlines	E
Experience of working in a busy catering/kitchen environment	D
Ability to work effectively to and with a range of stakeholders	E
Knowledge of basic food hygiene	D
Knowledge of health and safety matters and basic food hygiene	D
Knowledge of legislation relevant to the post	D
Good standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E
Minimum GCSE Maths & English Grades A*-C or equivalent.	D
<b>Skills and Abilities</b>	<b>Essential E/ Desirable D</b>
Ability to work with systems to ensure the robust performance and actions to secure improvements.	E
Able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level.	E
Ability to complete work to the required standards and to agreed deadlines.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
<b>Other Attributes</b>	<b>Essential E/ Desirable D</b>
Proactive, flexible and adaptable.	E
Punctual and conscientious.	E
Discretion, tact and confidentiality always.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the school ethos and aims.	E
Commitment to equal opportunities.	E
Accurate and fluent spoken English.	E
A commitment to safeguarding and promoting welfare for all.	E

Attributes tested by Application, Interview, Task and References	Essential E/ Desirable D
Qualifications & Experience	
Exemplary levels of integrity.	E