



# Abingdon Learning Trust

Catering Assistant  
RECRUITMENT PACK  
January 2025



## About

# ABINGDON LEARNING TRUST

**From the outset, the creation of Abingdon Learning Trust remains about maximising opportunities for children and young people in our schools so that each individual can thrive, grow and succeed.**

Adding value more widely to the communities in which our schools sit is important to us too, and our Trust-wide commitment to achieving a Net Zero position in two generations of students, by 2035, demonstrates one facet of this.

We believe strongly that local school governors and school leaders know their schools best and are therefore in the position to make decisions for their school most effectively, with much responsibility delegated locally by the Trust Board.

We aim to celebrate diversity and promote equality of opportunity for all who learn and work in our schools and Trust; to create a culture and ethos where inclusion, equality and diversity are embraced; where employment and educational opportunities are open to all; and where everyone in the Trust is treated with fairness, dignity and respect.

We are committed to being the employer of choice in the area, and understand that great staff directly help our pupils and students reach their full potential for a happy and successful life.

Our commitment to staff includes our Wellbeing and Workload Charter and investment in CPD at all ages and stages; an additional structure of teacher Professional Pathways, which include strong support for ECTs, NPQs and preparation for the next professional challenge; and a culture that places carbon reduction towards a net zero position by 2035 at its heart.

***We believe in investing for all of our futures.***

## OUR VALUES

**QUALITY** to create an outstanding learning community, including strong leadership and governance

**OPPORTUNITY** to provide the best opportunities for all children to reach their full potential

**COLLABORATION** to support a shared commitment and dedication to learning

**AMBITION** for continual improvement and to strive for excellence in all we do

**COMMUNITY** To be an active participant in our community, leading and supporting initiatives for the benefit of all members of society

Further detail can be found on the *Abingdon Learning Trust website*.





## JOB DETAILS

**POST OF:**  
**LOCATION:**

Catering Assistant  
Based at one of the school within the trust.

**DURATION:**  
**HOURS:**  
**CONTRACT TYPE:**  
**SALARY:**

Term-time only  
9.30am-2.00pm, Monday to Friday  
Permanent  
Support Staff Grade 2  
£23656 F.T.E.

## Introduction to

# ABINGDON LEARNING TRUST - CENTRAL TEAM

The role of the Trust's central team is to support schools with the operational functions of running a business, and it is based in a separate building on the Rush Common School site. We focus on:

- Finance
- Human Resources from advertising to recruitment and supporting current staff
- Payroll
- ICT
- Marketing
- Estates and Facilities Management
- Contract Management
- Supporting schools to access grants and bids

In addition, the central team now runs the Catering Function across the Trust, this ensures that schools are provided with a high-quality service, a flexible team and allows for catering for external schools.

There are many reasons that make Abingdon Learning Trust a great employer. If you are thinking about working with us, have a look below:

- We offer a pension for all employees, with employer contributions, and new colleagues will have their continuous service recognised for the Teacher Pension Scheme and Local Government Pension Scheme, where relevant.
- There is a generous holiday entitlement, and for support staff the entitlement increases with length of service
- A cycle to work scheme (up to £1800)
- Childcare vouchers
- Employee support through SmartClinic (24/7 access)
- Enhanced sick pay arrangement
- We offer flexible and family friendly policies
- Our emergency and special leave policy allows staff to apply for paid time off to attend significant events
- We are a Disability Confident employer
- We have ambitious aims to support reaching a net zero position:
  1. Being Net Zero Carbon in our Scope 1 and 2 emissions by the end of one school 'generation' of pupils by 2028
  2. A 50% reduction in our Scope 3 emissions by 2028
  3. Being Net Zero Carbon in our Scope 1, 2 and 3 emissions in two generations of school pupils by 2035.
- All colleagues receive a thorough induction process

We would welcome your application to work with our team to enable the schools within the Trust to reach the potential from an operational perspective.





# Job

## DESCRIPTION

### Objectives of the role:

Under the guidance of the Catering Manager:

### KEY DUTIES AND RESPONSIBILITIES

#### Operational

##### *Cooking and Preparation*

- Preparation of meals: prepare food in accordance with agreed recipes/methods.
- Prepare ingredients for meals under direction.
- Decant and/or serve food for transportation to other schools and in own school server.

##### *Maintenance of Hygiene*

- Ensure that cooked and raw food are kept separate during the preparation/cooking/service process.
- Ensure that clean and dirty processes are kept separate.

#### Resources

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
- Undertake basic record-keeping as directed.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Comply with school security arrangements – i.e. securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment are switched off as appropriate.



## Organisation

- Monitor and arrange orderly and secure storage of supplies.
- Daily check for quality/safety e.g. routine visual checks of equipment.
- Operation of everyday equipment in accordance with instructions.

## Responsibilities

- Be aware and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Have the awareness of allergens.
- Participate in training and other learning activities and performance development as required.
- Always comply with health and safety policies and procedures.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

Other duties as directed by the Catering Manager or Chief Operations Officer.

*(This job description is not intended to be exhaustive, and it is expected that there will be other tasks to be agreed from time to time).*

*All non-teaching employees are subject to a probationary period of 6 months. Employees are expected to prove their suitability for the job within their probationary period in terms of both conduct and competence.*

**For all staff** – You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and that of others affected by what you do or do not do.
- Co-operate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

Grade: Grade 2



## Safeguarding

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people.
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy.
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes.
- Comply with safeguarding training expectations.

## Mobility clause

Your contract of employment is directly with Abingdon Learning Trust. You may be deployed to work at any school within the Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Signed: (employee):

Signed: (on behalf of the Trust):

Date:







QUALITY  
OPPORTUNITY  
COLLABORATION  
AMBITION  
COMMUNITY





## Terms of APPOINTMENT

**The appointment will be made based on Oxfordshire County Council's Support Staff pay and conditions.**

**The appointment is for Grade 2 and is Term-time only.**

The Central Team at Abingdon Learning Trust is committed to safeguarding and promoting the welfare of children and young people and require all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act.

A copy of the Trust's Safeguarding and Child Protection Policy can be found [here](#).

Applicants must be willing to undergo all the relevant pre-employment checks as laid out in Keeping Children Safe in Education.

## How to APPLY

The application window opens on 15 January 2025, with applications to be received by 12 noon on 05 February 2025.

Interviews on application. Should a suitable candidate be identified before the closing date, the vacancy may be closed early.

Applications should be submitted online through our recruitment portal [My New Term](#)

Shortlisted applicants will be notified following assessment of applications against the person specification and job role requirements.

Please contact Abingdon Learning Trust by email on [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org) for an informal discussion about the role.

**We look forward to receiving your application.**

