

CANDIDATE PACK

CATERING ASSISTANT

Permanent Position / Term Time Only / 25 Hours Per Week / 5 Hours Per Day / 9:30am – 2:30pm

Salary Band 2 £23,814 per annum (Term time only pro-rata) Actual Salary £13,860.54

Closing Date: 11am , Thursday 12th December Interviews: Week commencing 16th December 2024



WELCOME FROM THE PRINCIPAL

Welcome to Great Academy Ashton

Do you have a passion for ensuring young people have the best possible outcomes for life? Do you have the ability to inspire and motivate both students and staff, have strong communication and interpersonal skills and a commitment to our school's GREAT values and to the school's mission? Are you looking for a school where you can develop your career, receive excellent work and career support and make a difference in the lives of young people? Look no further than Great Academy Ashton!

GAA is genuinely a GREAT school filled with professional, experienced and dedicated staff. Simply put, our mission as staff is to “...**metamorphosise the life chances of our young people from the community we serve**” and we aim to achieve this by giving our students the best opportunities, best chances, best learning, best participation and the best enrichment, so that they will achieve in line with the best students in our country.

Our staff are supported and trained to be the best they possibly can be for our students and to support each other. We have many career opportunities for new and existing staff with extensive CPD programmes. We are always pleased to receive CVs and other details from people interested in working with us.

Great Academy Ashton is a large 11 – 16 school that serves the communities in and around Ashton-under-Lyne and the surrounding areas of Tameside, Oldham and Manchester. Our school is the beating heart of our community and we pride ourselves in our vision of a school which serves our community and works in partnership as part of a community based, values focussed, cross phased multi-academy trust.

We are located just outside the great global city of Manchester, where we work closely with our partner schools, with local and national businesses, and a vast range of community groups. All staff are encouraged to join their professional subject bodies, from The Chartered College of Teaching to the Mathematical Association. Whichever professional body is suitable for your role, we will fund your membership so that you gain the best, most up to date, professional knowledge.

If you wish to be a part of a values based, community focussed, ethically led organisation, we want to hear from you!

Mr David Waugh
Principal



ABOUT



Great Academies Education Trust

Established in 2008, Great Academies Education Trust has a well-established reputation for teaching excellence within the North West.

We have a dedicated and talented staff team and through partnership and collaborative working share expertise, best practice and resources to make sure that our students benefit from the best possible educational experience, and our staff enjoy a positive, purposeful working environment with clear opportunities for career progression.

Our strategic plan sets out how the communities we serve are at the heart of our activities. It outlines our strategic objectives and key aims, which are routed in a new, unifying vision.

Together, we have engaged Trustees, executives, leaders and staff across the organisation in re-examining our vision, mission and values for an ambitious future.



Our Vision

Each academy will have its own identity and culture but will share the overall vision of encouraging our children and young people to achieve.

Our Mission

Our academies will be listening and learning communities; places where everyone is valued as an individual, where pupils can achieve their best and develop into confident, responsible, and successful young adults. Our academies will provide high-quality learning opportunities for children aged 3 – 16 and will have a strong link with their local neighbourhood.

Our Values

Genuine: We will be openly honest with each other in a climate of mutual trust, to ensure that we always do our best for the children in our academies. We will keep parents and carers informed about the progress of their child and will publish our results and progress.

Respect: We value the diversity of our school communities and welcome all children to our academies. We expect the highest standards of behaviour from our children both inside and outside of the school.

Excellence: We strive for excellence and are intolerant of mediocrity. We want every child to benefit from excellent teaching. We will provide professional development for teaching and non-teaching staff to ensure we achieve the highest standards.

Achievements: We have high aspirations for our children. We want every young person to achieve their potential at each stage of their educational journey and go into their chosen career.

Together: We believe that we can make the biggest difference when we work collaboratively across our academies to support each other. We forge strong local partnerships with other education providers and external partners to achieve the maximum benefit to our pupils.

ABOUT



GREAT DECISIONS BRIGHT FUTURES

Staff Wellbeing

We believe strongly in staff wellbeing, we are a highly inclusive, multi-cultural, celebratory learning focused school where we seek to embed our GREAT values in all activities and actions within school: GENUINE, RESPECT, EXCELLENCE, ACHIEVE, TOGETHER.

Staff CPD

Having an appetite for learning is key to a successful life. The best staff understand that they don't have all the answers but are willing to find out more and appreciate that there is no ceiling on learning. At Great Academy Ashton, we invest in our staff and encourage life-long learning. We fully fund staff CPD, including memberships to professional bodies, subject networks and much more.

Benefits

We know that, to achieve our vision, it is our people who will make the big difference. In order to attract the strongest, we offer a competitive reward and benefits package. Here are just some of the benefits you can expect when you join our team:

- Extensive leadership and subject based CPD, including paid memberships of such professional bodies as The Chartered College of Teaching, The Chartered Institute of Educational Assessors membership and Subject Association memberships.
- Free health protection: we understand the importance of health and wellbeing, which is why we offer free health protection to all staff, including free NHS health checks and yearly flu vaccinations.
- Cycle to work scheme: We encourage sustainable transportation options by offering a cycle to work scheme.
- Wider personal benefits such as discounted eye tests, well-being clinics, dentistry, financial and legal advice.
- Paid bonuses for those staff who are markers for examination bodies.
- Committed to supporting the well-being of our workforce, we are part of the DfE Workforce Wellbeing Charter, GAET have expanded this creating our own Wellbeing Charter. We have an Assistant Principal with a strategic lead for staff well-being. We have implemented several initiatives to reduce workload, including assessing the workload of new initiatives, reduced unnecessary communication through email protocols, have a staff well-being working group and we conduct regular well-being questionnaires to guide further improvements.

STAFF BENEFITS



Health protection



Westfield rewards



Chartered College Teaching membership



CPD opportunities



On-site parking



Well-being services

JOB DESCRIPTION

JOB TITLE: Catering Assistant

RESPONSIBLE TO: Catering Manager

OVERALL PURPOSE: To provide support to the Catering Manager in the provision of an efficient and effective catering service to the Academy.

RESPONSIBLE FOR:

- To undertake catering duties as directed by the Catering Manager including:
- preparation and cooking of food
- storing of goods received
- serving of food ensuring correct portion sizes are served and that counter presentation is maintained
- selling of food including operation of the till
- cleaning of catering equipment and areas and adherence to cleaning rota
- maintenance of equipment, ensuring any breakages or faulty equipment is reported to the Catering Manager
- setting out and clearing away catering furniture and equipment
- To have a customer focused approach.
- To assist with the smooth operation of mealtimes by monitoring pupil behaviour and requesting intervention by senior staff where necessary.
- To maintain high standards in terms of cleanliness and personal appearance.
- To assist with other operational activities as required to ensure that the day to day operations run smoothly.
- To have a continuous improvement approach to all tasks, making suggestions for improvements/refinements to the current working processes as appropriate.

GENERAL

- To undertake such other duties from time to time as directed by the Catering Manager in line with the developing catering needs of the Academy.

Other duties and responsibilities (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all students and staff.
- To set an example to students in terms of conduct and personal presentation.
- To support the ethos of the Academy.
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety, Data Protection and Safeguarding.
- To actively participate in relevant Academy processes including performance management.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings.
- This post is subject to enhanced disclosure.
- Whilst every effort has been made to explain the main 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 a manager to undertake work of a similar level that is not specified in this job description.

- This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Catering Assistant

Attributes	Relevant Criteria	Essential/ Desirable
Qualifications	Good standard of written and oral language skills	E
	Basic general education	E
Experience	Previous experience of working as part of team	E
	The ability to work in a fast-paced environment.	E
	Experience of working in a school	D
	Experience of working in a kitchen or catering environment	D
	Experience using industrial kitchen equipment.	D
	Experience with children and young people	D
Knowledge	Willingness to gain knowledge of kitchen processes specific to the school	E
	Knowledge of health and, safety and food safety	D
	Certificate in Food Hygiene	D
	The ability to work as a team	E

Personal qualities	Ability to communicate well with others, both staff and students	E
	Ability to multitask in a fast-paced environment	E
	A commitment to the GAET values Genuine, Respect, Excellence, Achieve, Together, and a passionate commitment to developing the best in all young people	E
	A can-do approach to challenges; solutions focussed and an ability to address situations with positivity	E
	Be prepared to work flexibly as required	E
	Good sense of humour	E

For Information:

Category E: Refers to **Essential Requirements** without which the candidate would be unable to carry out the duties of the post.

Category D: Refers to **Desirable Features** which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience

HOW TO APPLY

APPLICANTS MUST HAVE RELEVANT QUALIFICATIONS AND EXPERIENCE; PLEASE ENSURE YOU MEET THE PERSON SPECIFICATION BEFORE APPLYING.

WE ARE COMMITTED TO EQUALITY OF OPPORTUNITY FOR ALL STAFF AND APPLICATIONS FROM INDIVIDUALS ARE ENCOURAGED REGARDLESS OF AGE, DISABILITY, SEX, GENDER, REASSIGNMENT, SEXUAL ORIENTATION, PREGNANCY AND MATERNITY, RACE, RELIGION OR BELIEF AND MARRIAGE AND CIVIL PARTNERSHIPS.

APPOINTMENT IS SUBJECT TO A SATISFACTORY ENHANCED DISCLOSURE FROM THE DISCLOSURE AND BARRING SERVICE AND REFERENCES. THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

THE ABILITY TO CONVERSE AT EASE WITH CUSTOMERS AND SERVICE USERS AND PROVIDE ADVICE IN ACCURATE SPOKEN ENGLISH IS AN ESSENTIAL REQUIREMENT OF THIS POST.

APPLICATION FORMS:

TO APPLY, PLEASE COMPLETE AN APPLICATION FORM AND RETURN THESE BY EMAIL TO :

RECRUITMENT@GAA.ORG.UK

APPLICATION FORMS CAN BE FOUND ON OUR WEBSITE:

<https://gaa.greatacademies.co.uk/academy-information/work-for-us/current-vacancies/>

APPLICATIONS MUST BE SUBMITTED BY:

11am, Thursday 12th December 2024

INTERVIEWS WILL TAKE PLACE:

W/C 16th December 2024

