



Job Description Catering Assistant

Salary: Scale B, Point 2

Contract type: Permanent

Hours: 15 hours per week

Responsible to: Head Teacher, Business Manager, Head of School, Lead Teacher (based on Academy structure)

Core Purpose

- Working co-operatively with other team members to ensure that the school's catering requirements are fulfilled
- Complying to the school's Health & Safety policy and ensuring that all duties are conducted following necessary regulations and wearing appropriate / protective clothing, as required
- Promote our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

Main Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Business Manager.

- Working in kitchen and surrounding areas to ensure that food is served in a timely manner
- To carry out cleaning tasks and washing up in line with the requirements of the school
- Comply with Food Hygiene, Health and safety and QA procedures

General:

- To undertake seasonal duties as required for example duties during the school holiday periods may differ at the discretion of line manager
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff
- To attend relevant meetings and training sessions including Health and Safety (H & S), Control of Substances Hazardous to Health (COSHH) and First Aid
- To follow the signing in and out procedures in place at time of starting work and when finishing work
- The job description details the main outcome required and should only be updated to reflect major changes that impact on the outcomes of the job.
- Job holder will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

To safeguard and promote the welfare of children:

This includes:

- The responsibility to provide a safe environment in which children can learn.

- To identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with services as needed.

General Information

The job description details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

All work performed/duties undertaken must be carried out in accordance with DNEAT and academy's policies and procedures, within legislation, and with regards to the needs of our customers and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

The post holder must ensure that they have read, understood and act in accordance with current academy policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

Working Time

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent carrying them out and no part of it may be so constructed. In allocating time to the performance of responsibilities and duties you must use directed time in accordance with the school's plans on use of time. This job description will be reviewed as part of the school's performance management procedures. Annual objectives for professional development will also be agreed at this time as well as a review of those set the previous year. Amendments and modifications to the job description may be made after consultation. This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to expected professional responsibilities and duties.