



**Heighington CE Primary School,
Hopelands,
Heighington,
Newton Aycliffe. DL5 6PH.
Tel 01325 300326**

Head Teacher – Miss C Spence

CATERING ASSISTANT

**Salary: Band 2, SCP 4 - £4,494 per annum (pro-rata)
Term time only (45.8wks)**

Hours: 10 base hours per week, 11.15am – 1.15pm (can vary)

Required to start as soon as possible.

We are currently looking to appoint a catering assistant to work in our busy school kitchen with an immediate start.

The successful applicant will work within a small team preparing and serving food to pupils, will be required to assist in the set up/clean away in the lunch hall. We would be looking to train the applicant to cover the kitchen in the absence of the catering staff. No previous experience is necessary as training will be given.

The successful candidate will be required to complete an enhanced DBS check.

If you require further information, please contact Mrs J Pearson (School Business Manager) on (01325) 300326, applications are available to download from our website at <https://www.heighingtonceprimary.org.uk>

All completed application forms must be returned to the School at the above address marked for the attention of Mrs Pearson or emailed to jacqueline.pearson@heighingtonprimary.org.uk.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Closing Date: 12 noon, 26th February 2021
Interviews: Week commencing 1st March 2021**

HEIGHINGTON CE PRIMARY SCHOOL

POST TITLE:

CATERING ASSISTANT

GRADE:

Band 2, SCP 4

REPORTING RELATIONSHIP:

Reporting to the Catering Manager

JOB PURPOSE:

To assist in the preparation and delivery of the school catering service using high standards of food hygiene / handling and safe working practices.

MAIN DUTIES/RESPONSIBILITIES

As a Catering Assistant you may undertake any or all of the following duties and responsibilities.

1. Assist with the preparation and delivery of School Meal service including:
 - setting out meal trays, cutlery, tables and chairs and other servery equipment
 - washing up
 - operation of dishwasher
 - cleaning of kitchen and dining areas and equipment as required
 - serving meals, snacks and beverages as required
 - basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
 - setting out of food / snacks and beverages displays, including where appropriate replenishing vending machines
2. Assist with food deliveries and storage of food and stocks as required.
3. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures.
4. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
5. The post holder must carry out his/her duties with full regard to the Trusts' Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
6. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
7. Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST/ACADEMY POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A FULL ENHANCED CHECK FOR REGULATED ACTIVITY BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS APPROPRIATE.

Date : March 2019

**HEIGHINGTON CE PRIMARY SCHOOL
CATERING ASSISTANT**

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Experience				D1	Basic Food Hygiene Certificate	AF, I
Experience & Knowledge	E1	Experience of working in a team		D2	Previous catering experience	AF, R, I
				D3	Knowledge of Health and Safety practices at work relating to spillages, trips and falls	AF, R, I
Skills	E1	Good verbal communication skills	I, R			
	E2	Experience of working with a range of people – Good customer care skills	AF, R, I			
	E3	Ability to work on own and in a team	AF, R, I			
	E4	Willingness to undertake further training / qualifications in catering field	AF, R			
Special Requirements	E5	Motivation to work with children	AF,I,R,D			
	E6	Ability to form and maintain appropriate relationships and personal boundaries with children	AF,I,R,D			
	E7	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			

Key – Stage identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	DBS

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references