



**North East
Learning Trust**

**Catering Assistant
Diamond Hall Junior Academy**
Applicant information pack

Catering Assistant

Permanent

30 hours per week (8am – 2pm Monday - Friday)

School Term time (38 weeks)

Actual salary £15,921 per annum (£22,737 FTE)

Salary Grade 1 SCP3

Diamond Hall Junior Academy is part of the North East Learning Trust and is seeking to appoint a Catering Assistant to join their dedicated team.

Diamond Hall Junior Academy is a positive and happy school where the development of the whole child is paramount. As a team, we ensure children are given every opportunity to thrive in an environment of high aspirations, care and mutual respect. Their work is valued and celebrated and all children, regardless of their abilities are of equal worth.

Come and join our catering team to support the Chef run a smooth operation in the school kitchen. You will be involved in cooking, preparing and serving meals to our children, as well as keeping the dining/kitchen area clean and tidy.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings – range of discounts from top retail brands
- Discounted gym membership
- 24/7 Employee Assistance Programme and wellbeing portal

The successful candidate will:

- Have experience of working in a catering environment
- Have knowledge of health and safety in a catering environment
- Have good organisational skills
- Have excellent communication skills
- Have a flexible approach to work

Deadline:

Closing Date: Monday 11th December 2023 (9.00am)



How to apply:

Application packs can be downloaded from our website.

Please return completed application forms to lauren.heslop@diamondhalljuniors.co.uk or post to Diamond Hall Junior Academy, Well Street, Sunderland, SR4 6JF.

You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.



Job description

Post title:	Catering Assistant
Responsible to:	Chef
Responsible for:	Assisting class teachers in raising the achievement of all pupils
Salary Band:	Grade 1 SCP 3

Job Purpose:

To work as part of the catering team and assist in the preparation and delivery of the school catering services. To carry out all duties to the required high standards of food hygiene/handling and safe working practices under the supervision of the school Chef.

Duties and Responsibilities:

- To assist the school Chef with the preparation, cooking and serving of meals to children, staff, and visitors.
- To assist with the delivery, storage, and management of food stocks in line with Food Hygiene and Health & Safety Regulations.
- To carry out all duties with regard to health & safety for others and oneself and to ensure the correct use of protective clothing and footwear.
- To ensure hygiene/food handling procedures are always observed to safeguard the health and wellbeing of all service users.
- To clean the kitchen and dining area and all equipment thoroughly and effectively as required using appropriate cleaning products and ensure high standards are maintained.
- To clean up spillages on tables, work surfaces and floors and clear food trays and cutlery away, quickly, and efficiently, in line with school health and hygiene procedures.
- To operate the dishwasher and other equipment following correct usage procedures to ensure optimum results.
- To wash dishes in compliance with correct procedures to ensure high standards of hygiene are maintained.
- Maintain accidents records as required.
- Ability to present oneself as a role model to students in speech, dress, behaviour and attitude.

General

- To keep up to date as required with catering, food hygiene and Health & Safety regulations.
- To regularly check emails for updates and other information.
- To attend relevant meetings and training sessions when required, ensuring continuing personal and professional development.
- To work within a team and always ensuring a professional attitude.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.



Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business.

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.



Person Specification Catering Assistant

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good basic literacy and numeracy skills 	<ul style="list-style-type: none"> • NVQ1 or equivalent in catering • Basic Food Hygiene Certificate or willing to undertake.
Experience	<ul style="list-style-type: none"> • Experience of working in a catering environment • Knowledge of health and safety in a catering environment 	<ul style="list-style-type: none"> • Knowledge of COSHH regulations • Experience of working in a school
Aptitude and skills	<ul style="list-style-type: none"> • Ability to work under pressure • Ability to prioritise tasks • Good organisational skills • Excellent communication skills 	
Personal qualities	<ul style="list-style-type: none"> • Approachable and courteous manner • Flexible approach to work • Able to work effectively as part of a team • Self-motivation and able to work with minimum supervision • Honest and Reliable • Willingness to undergo further training 	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be guaranteed an interview if the essential job criteria are met.

