



Greenfield
Academy



Catering and Lunchtime Assistant

Start Date: As Soon As Possible

Every **Child**, Every **Opportunity**, Every **Day**

Welcome from the Headteacher

A very warm welcome to Greenfield Academy website. My name is James Keating I am very privileged to be the Executive Headteacher of the Academy. This is an exciting time for everyone connected with Greenfield. We have just become an Academy and joined the Advance Learning Partnership Multi Academy Trust. In addition to this we have also secured funding for a completely new state of the art school building scheduled to be opened for September 2025. We all look forward to moving into this facility and know it will support the development and achievement of all our children now and in the future.

Greenfield Academy is an ambitious caring school where we seek to give every child, every opportunity, every day.

We have high expectations of our pupils to consistently make positive contributions through the promotion of respectful purposeful learning habits. This is underpinned by our expansive curriculum and our lasting commitment to the Arts. Children study traditional academic subjects at Greenfield alongside the Vocational subjects, Arts, Physical Education Dance and Technologies.

Our pupils benefit from a wide extra-curricular programme. We encourage our pupils to throw themselves in whole heartedly into all activities they can and make their time with us as varied and enjoyable and challenging as possible. We have excellent Physical Education and performing Arts facilities and utilise these to the maximum. Children at Greenfield Academy take part in recreational and competitive sports, performing Arts productions and academic clubs and societies.

At Greenfield we are also passionate about developing the whole child: supporting our pupils to grow and flourish whilst they are with us into the young adults to world needs today. We have a responsibility to ensure that they have the knowledge, understanding and skills that will support them to be successful citizens in the future, young adults who know how to transition into further and higher education, know how to effectively function in an ever-changing world of work and know how to keep themselves physically healthy, mentally healthy, and socially safe. Children and adults at Greenfield Academy are proud, ambitious and kind. These are our common values that we use in all our interactions.

Our school ethos is to offer 'every child, every opportunity, every day'. We aim to provide the best educational experience for each child at our school which includes excellent teaching and learning; strong personal development and is under-pinned by high quality pastoral care. We have high expectations of ourselves and that is applied to all our children because they are here to learn and to be the best versions of themselves. We are proud of our school and will ensure we do all we can to recognise and celebrate individual achievements.

Staff at Greenfield are passionate, hard-working, and truly child centred.

James Keating
Executive Headteacher

The Catering Department

All school catering is delivered by our in-house teams, our teams are made up of a Catering Manager, Catering Supervisor and Catering Assistants.

The offer to students consists of Breakfast Club, Breaktime & Lunch. Our menus are put together to comply with the School Food Standards. Students are surveyed yearly on the food offer and the feedback is used to help produce the school menu.

We work closely with our suppliers to make sure our food is as local as possible to comply with our sustainability standards.

All diets can be catered for plus any students with allergies or food intolerances can have special menus put together for them. We believe that food should not be a barrier to learning and students are encouraged to have a healthy diet to help them achieve their best.

The Person

- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment.
- Exhibits excellent people management skills.
- Proficient in maintaining cleanliness and organisation in the kitchen.
- Effective communicator, able to interact with colleagues and pupils.

Job Description

JOB TITLE	Catering & Lunchtime Assistant
CONTRACT TYPE	Temporary, term time, 17.5 Hours per week (Maternity Cover)
LOCATION	Greenfield Academy
ACCOUNTABLE TO	Catering Manager/ Central Catering Manager.
GRADE	Grade 1 SCP 3 Actual Salary: £9,306.33
REQUIRED	As soon as possible

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the Academy and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT EMPLOYEES

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference, ensuring that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

CONDITIONS OF THIS POST

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties;
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/ or guidelines, reporting any issues or concerns to their immediate line manager;
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to;
- To carry out duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

RESPONSIBILITIES FOR CATERING ASSISTANTS

All Catering Assistant's will:

- Wash up dishes etc. in compliance with correct procedures to ensure hygiene standards are maintained.
- Operate the dishwasher following correct usage procedures to ensure optimum results.
- Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc. are used to ensure hygiene standards are maintained.

- Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with Trust health and hygiene procedures.
- Clean trays, tables and floor surfaces during and immediately after lunchtimes to ensure that the dining area is left in a tidy condition.
- Assist with washing, peeling, chopping, cutting and cooking of food.
- Serve meals, snacks and beverages, ensuring hygiene/ food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- Assist with the operation of the kitchen laundry as required.
- Assist with the delivery storage and management of food stocks in line with health and safety and hygiene regulations.
- Supervise areas of the school throughout the lunchtime, whether inside or outside the dining areas, including corridors, main hall and outside areas; in accordance with the instructions of the Catering Manager, Central Support Manager and Senior Leadership Team.
- Support and manage the behaviour of students in line with Trust policy.
- Encourage students' healthy eating.
- Follow the health and safety policy of the Trust, report any incidents/ accidents/ hazards and take a proactive approach to health and safety matters.
- Ensure that students queue for lunch in an orderly and safe manner.
- Deal with any immediate problems or emergencies according to the Trust's policies and procedures.
- Supervise in any other areas during lunchtimes as directed by the Catering Manager, Central Support Manager or Headteacher.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

	Essential	Desirable	Method of Assessment
Application	<ul style="list-style-type: none"> Fully supported in references. Fully completed application form which details previous experience and provides further information about relevant experience and skills. 		<ul style="list-style-type: none"> Application References
Qualifications	<ul style="list-style-type: none"> Willingness to undergo training relevant to the post. 	<ul style="list-style-type: none"> First Aid. Food Hygiene. 	<ul style="list-style-type: none"> Application Interview
Experience	<ul style="list-style-type: none"> Competence in carrying out general cleaning tasks. Awareness of health and safety issues. 	<ul style="list-style-type: none"> Experience of cleaning within a school, organisation or business. 	<ul style="list-style-type: none"> Application References Interview
Skills	<ul style="list-style-type: none"> Able to work in a busy and demanding environment. Willing to undertake training as required. 		<ul style="list-style-type: none"> Application References Interview
Personal characteristics	<ul style="list-style-type: none"> Adaptable and flexible. Calm under pressure. Patient. Empathetic with young people. Self-motivation, reliability, and hard-working nature. Team player. High personal and professional standards. 		<ul style="list-style-type: none"> Application References Interview

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **8am, Monday 29th April 2024 addressed to:**

**Greenfield Academy
Greenfield Way
Newton Aycliffe
County Durham
DL5 7LF**

or by e-mail to the School Reception, contact@greenfieldschool.net

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

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

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees 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 granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.