



Endeavour
Schools Trust
Inspired to Excel

Catering Assistant Recruitment Information pack



Dear Candidate,

Firstly, thank you for considering joining the team at Endeavour Schools Trust.

Our Multi Academy Trust was established in 2013 and is rooted in the principles of school to school working, high quality professional development for staff and in “going further and being better than we have ever been before,” so that all members of our Trust community are truly “inspired to excel.”

I joined Endeavour Schools Trust (formerly Redditch West School Trust) in October 2016 having made a very conscious decision that it was an organisation I would be proud to work for. This is because I passionately believe in the core value of the Trust encapsulated in the words of Helen Keller “Alone we can do so little: together we can do so much.” Collaboration, learning together, aspiration and retaining the unique character of each school within our Trust underpin our values and these resonate with our leaders, governors and staff so that Endeavour Schools Trust is a forward thinking, vibrant place to be.

Fundamentally, we are all driven by the same sense of purpose –to provide our children with the very best opportunities for them to thrive and achieve.

I do hope you find this pack informative and I look forward to hearing about your application. You will be joining a family that can offer you many opportunities to progress and make a difference to our communities.

Yours sincerely

N J Wright (Mrs)

Executive Head Teacher/CEO

ENDEAVOUR SCHOOLS TRUST

All staff across the Trust enjoy the support and challenge offered through cross school working. Colleagues regularly visit and work with their counterparts in other schools and seek out innovative ideas that are making a difference within other areas of the Trust. The numbers of schools in our Trust offers opportunities for career progression for our staff, whilst still remaining small enough for each member of staff to remain a valued individual personally known by our CEO.

PUPILS

We are most fortunate in the skills, talents and qualities our children possess. Their responsive nature, and willingness to learn and succeed, provide an inspiring teaching and learning environment. The support that classroom staff, and the children receive from our specialist support staff is second to none, with several of our schools achieving national recognition for their innovative strategies to support pupils and families who have found accessing school more challenging. (AfA Lead School Status and Quality Mark)

JOB DESCRIPTION

Job Title	Catering Assistant	School/Trust	Central Team
Pay Band	Scale 1 Point 2	Responsible To	CFO, Head Cook
Salary	FTE £22,366	Responsible For	N/A
Trust/School Values and Mission			
Our ambition for the Trust is to "go further and be better than we have ever been before" and our Trust vision statement "Inspired to excel" encapsulates this. The aim that underpins this is our driver, which is "from good to great."			
Main Purpose of the Post			
<ul style="list-style-type: none"> To assist in the preparation of school meals To transport the meals between schools To provide a high level service of food to the children and staff To carry out necessary cleaning tasks on kitchen surfaces and equipment To maintain a high standard of hygiene in the catering areas. To work well as a team and take direction 			
Specific Responsibilities and Tasks			
<p>The post holder will:</p> <ul style="list-style-type: none"> Assist in the preparation of meals in the school kitchen Assist with loading required meals and equipment into the transport vehicle Drive the transport vehicle when required Deliver the meals to trust schools Liaise with the teachers and Lunch time supervisors over the serving of meals. Serve meals to the children and staff Attend to spillages Carry out general cleaning of kitchen equipment and to wash up utensils and crockery etc., as appropriate Remove waste as and when required Return all equipment to the school kitchen Observe Health and Safety legislation and Catering regulations, and appropriate policies, and carry out appropriate risk assessments, notifying senior managers as necessary. Assist in the production of all necessary records as required. Undertake training and development programmes as identified by Head cook/managers. 			

Notes	
<p>In addition, you will be required to attend for 12.5 hours of training each year, these hours may be during TED days or outside of normal working hours during term time.</p> <p>The Trust reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.</p> <p>Reasonable adjustments will be considered as required by the Disability Discrimination Act.</p> <p>The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.</p> <p>Endeavour Schools Trust and the schools within the Trust are committed to a number of principles and adhering to legislation which include the Safeguarding of Children, Health and Safety, Data Protection, Confidentiality and employment legislation. Policies relating to these and other subjects are available on the Endeavour Schools Trust Team Site in Office 365 and it is expected that you will familiarize yourself and adhere to these policies.</p>	
Academic Year of Review	
Signature of Line Manager	Signature of Post Holder
Date Signed	Date Signed

PERSON SPECIFICATION

	Essential	Desirable	For Interview Panel Use Only	
			Where evidence to be sought	Score 1 for evidence met
Professional Qualifications	<ul style="list-style-type: none"> UK Driving licence Level 2 English Level 2 Maths 	<ul style="list-style-type: none"> Level 2 Food Hygiene certificate 	<ul style="list-style-type: none"> Application form Original documents at interview 	Essential Score = Desirable Score =

Experience, Skills, Abilities and Competencies	<p><i>The candidate <u>MUST</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i></p> <ul style="list-style-type: none"> • Experience of working in a busy kitchen environment, ideally in a school setting. • Experience of working within a team • Good reading and writing skills • Ability to count and undertake general mathematical calculations. • Understanding and ability to take food temperatures accurately. • Ability to understand and comprehend with work instructions (written and verbal) • Be committed to the ethos and values of the Trust and it's schools • Be able to encourage children to achieve the vision and values through keeping to the school's behaviour code • Develop good appropriate relationships with staff • Demonstrate the ability to comply with policies and procedures relating to child protection, Food hygiene, health and safety, security, data protection and equal opportunities. • Be aware of, and able to maintain the 	<p><i>The candidate <u>MAY</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i></p> <ul style="list-style-type: none"> • Willingness and ability to be trained in the use the IT offered in the school e.g., Email, Office 365 • Ability to prioritise work load and meet deadlines • Experience in food service, ideally in a school setting. • Relevant qualification in food hygiene/food safety. • Knowledge of Health & Safety; manual handling; COSHH • Work constructively as part of a team, understanding school roles and responsibilities and own position within these • Communicate positively and effectively to children and listen to them. • Actively contribute to a happy, safe 	<ul style="list-style-type: none"> • Application Form • Interview 	<p>Essential Score =</p> <p>Desirable Score =</p>
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	confidentiality aspects of the job <ul style="list-style-type: none"> • Ability to access and read emails • Manual handling - Ability to undertake lifting and other strenuous tasks, requiring an appropriate level of fitness. • Able to stand for reasonable amount of time while preparing food and serving school meals 	and supportive lunch time <ul style="list-style-type: none"> • Ability to work alone, following direction from leaders. 		
Qualities	<ul style="list-style-type: none"> • Approachable • Sympathetic • Enthusiastic • Patient • resourceful 			Essential Score =
Other	Willingness to undertake a full DBS Check			Essential Score =

CONTINUITY OF SERVICE (please see below an extract from the Trust's pay policy)

19.1 For purposes of establishing statutory employment rights, e.g. relating to probationary period or dismissal, the date of continuous employment will be the start date with the Trust. Where a member of staff takes additional roles/contracts with the Trust, the start date of these contracts will apply as the date of continuous service for establishing statutory employment rights.

19.2 Previous unbroken continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Orders (as amended) (which covers local authorities and related bodies) will be included in calculating redundancy entitlements. For the purpose of Annual Leave, Occupational Sickness Scheme and Occupational Maternity Pay Scheme, the date of continuous employment will be the start date with the Trust.

POSTS TO BE RECRUITED

POST 1 AT CRABBS CROSS ACADEMY

SALARY

Scale 1 points 2

11 hours 15 minutes per week, Term time only plus 12.5 training hours

FTE £22,366

Actual salary based on 11.25 hours £6,013.64

WORKING DAYS

The working days on commencement will be Monday to Friday and Times: 11.30am – 1.45pm. These arrangements may change, and you will be advised of any changes. You should note that there is no guarantee that you will be able to work the same day or days or periods throughout the contract however this will be discussed with you at the time.

POST 2 AT CRABBS CROSS ACADEMY

SALARY

Scale 1 points 2

6 hours 15 minutes per week, Term time only plus 12.5 training hours

FTE £22,366

Actual salary based on 6.25 hours £3,416.85

WORKING DAYS

The working days on commencement will be Monday to Friday and Times: 12pm – 1.15pm. These arrangements may change, and you will be advised of any changes. You should note that there is no guarantee that you will be able to work the same day or days or periods throughout the contract however this will be discussed with you at the time.

START DATE

We are looking to recruit the new candidate as soon as possible. Please note this is subject to pre-employment clearances including a satisfactory enhanced DBS having been completed.

CONTRACT

This contract is permanent.

MAKING AN APPLICATION

Applicants should complete the Trust's application form, which includes the names and telephone numbers of two referees. These documents should be sent to the Office Manager.

Applications can be posted or delivered in person to The Bungalow, The Vaynor First School, Tennyson Road, Redditch B97 5BL or emailed to office@endeavourschools.org. Applicants should consider whilst completing their application form that the details they provide will be used for shortlisting. You should therefore ensure that you have given examples of your experience and knowledge that demonstrate your ability to undertake the requirements of the job description and, in particular, at least all attributes in the essential column of the person specification. This information will help the Trust to ensure that equality of opportunity is extended to all applicants.

REFERENCES

References given in respect of posts in education are exempt from GDPR and are requested in confidence. Applicants should be aware that as such, no references will be shared with applicants however, these references will be used to verify information from your application and any anomalies followed up at interview.

RECRUITMENT MONITORING

Within the application form is a link to an online form where the Central Team of Endeavour Schools Trust collate information for recruitment monitoring including ethnicity, age, disability and the advertising medium that you became aware of the post you are applying for. This information will be collected by the Central Team for reporting to the Trust Board annually and then destroyed. No member of the interview panel will be aware of any information that you give in this form. Whilst completion of this form is voluntary we would urge you to complete this to be able to truly report information to the Trust Board without bias.

RETENTION OF APPLICATION INFORMATION

Any information that you supply as part of your application and any documents that are created by the School as part of the recruitment process may be kept in hard copy and electronically for 6 months from the date of interview. All records for unsuccessful applicants will be destroyed after that time.

POLICY STATEMENT ON RECRUITING APPLICANTS WITH CRIMINAL CONVICTIONS

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore applicants shortlisted for interview will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

For further information on filtering please refer to Nacro [guidance](#) and DBS [website](#).

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying

INTERVIEW ARRANGEMENTS

All applications will be reviewed on receipt and shortlisted candidates will be contacted and invited for interview. If we do not shortlist you, we wish you every success in the future.

SAFEGUARDING STATEMENT

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

- A) An enhanced DBS disclosure;
- B) Checks of professional status (EWC; QTS etc.)
- C) Confirmation of professional qualifications
- D) Receipt of strong references (if not already received by the time of interview); and
- E) Medical clearance

2. We only accept applications completed on the application form you have received along with this statement. Please do not send CVs or open testimonials/references.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The Referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.