

PARKWOOD ACADEMY – CATERING ASSISTANT

Contract:	Permanent
Hours:	16 hours per week (Monday to Friday)
Working weeks:	38 working weeks - term time only
Salary:	Scale 2, Points 3 to 4 (dependant on qualifications and experience) £8,668.34 to £8,804.34 (actual salary)
Application Closes:	Wednesday 5 th February 2025 Midday
Interview Date:	Wednesday 12 th February 2025

Parkwood Academy is nestled in the heart of Melbourn, Chelmsford, is a thriving primary school within the South Essex Academy Trust (SEAT), a dynamic network of schools that champion collaboration and mutual support. SEAT is a multi-academy trust comprising a family of primary schools that actively work together to achieve the best possible outcomes for children and staff.

We are seeking a Catering Assistant to join their friendly Catering Team. Working alongside the Catering Manager you will be required to carry out general kitchen duties, such as preparing food, serving, washing up and cleaning. Experience of working in a school kitchen would be desirable but is not essential. The successful candidate will be a self-motivated and enthusiastic person who enjoys using their own initiative.

The successful candidate will be required to work 16 hours per week, Monday 10:00am to 2:00pm and Tuesday to Friday 10:30am to 1:30pm.

We would be delighted to hear from you if you have:

- A commitment to high standards of hygiene and cleanliness.
- Experience in food preparation and cleaning and serving customers.
- Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- Experience of serving customers at the counter/hatch or from a trolley or kiosk as required.
- The ability to overcome communication barriers and build rapport with individuals from diverse backgrounds.
- An understanding of the importance of social and emotional well-being and a commitment to nurturing a supportive and inclusive learning environment.
- Effective organisational and interpersonal skills, enabling you to manage tasks efficiently and collaborate effectively with colleagues.
- The ability to work independently and take initiative, taking pride in your work and consistently seeking opportunities to contribute to the team's success.
- The ability to remain calm under pressure and maintain composure in challenging situations.

What We Offer You:

- The opportunity to join a growing Multi-Academy Trust of primary schools that collaborate closely for the benefit of all.
- Access to ongoing training empowering you to grow and excel in your role.
- The chance to work alongside a dynamic and collaborative team of classroom support, teachers, leaders, and a central team dedicated to the success of all pupils and staff alike.
- An additional week's holiday in October resulting in a 2-week break during this term.
- The privilege of working with engaged and enthusiastic pupils who are proud to belong to our school and enjoy learning in a stimulating environment.
- A comprehensive Employee Assistance Programme available to all employees, providing you with the support you need whenever you need it.

Take the Next Step:

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01245 354605, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Parkwood Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust we are an equal opportunities employer.

How to apply:

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/Career-Opportunities).

Once completed please send to Sam Turner, HR Recruitment Administrator at recruitment@seacademytrust.co.uk along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

Job Description and Person Specification below

Job Description

Job Title	CATERING ASSISTANT
Grade	Scale 2
Reports to	Catering Manager
Liaison with	Other catering staff, suppliers.
Job Purpose	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school.
Duties	<ul style="list-style-type: none"> • To deputise for the Catering Manager as required. • The preparation and simple cooking of food & beverages. • Serving customers at the counter/hatch or from a trolley or kiosk as required. • To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed. • During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked. • To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations. • To attend training activities and/or meetings as required. • Occasionally to assist with special functions at the school which may be outside of normal working hours. • To report any customer comments or complaints and take any necessary remedial action if appropriate. • Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Trust Board are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Person Specification

A – Application Form I – Interview

1. Qualifications and Experience	Essential	Desirable
Experience of the preparation and cooking of simple food & beverages (A&I)		✓
Experience of serving customers at the counter/hatch or from a trolley or kiosk as required (A&I)		✓
Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc (A&I)		✓
Previous experience of using kitchen and cleaning equipment (A&I)		✓
Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations (I)	✓	
General understanding of the operation of a school (A&I)		✓
Basic level of education (A)	✓	
Basic reading and writing skills(A)	✓	
Basic numeracy skills (A)	✓	
2. Communication	Essential	Desirable
Ability to complete basic forms (I)	✓	
Ability to exchange routine verbal information clearly with children and adults (I)	✓	
Seek support to overcome communication barriers with children and adults (I)	✓	
Ability to consult with colleagues (I)	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy (A&I)	✓	
Understand and support the differences in children and adults and respond appropriately in relation to the role (I)	✓	
Basic understanding of the learning experience provided by the school (I)	✓	
Basic understanding of the way in which children develop (I)		✓
Understand the importance of physical and emotional wellbeing (I)		✓

4. Working with others	Essential	Desirable
Understand the role of others working in the school (A&I)		✓
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A&I)	✓	
Ability to work effectively with other adults in the school (I)	✓	
Ability to provide timely and accurate information, as required (I)	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills (A/I)	✓	
Ability to manage own time effectively (A/I)	✓	
Ability to follow instructions (A/I)	✓	
6. General	Essential	Desirable
Demonstrate a commitment to equality (I)	✓	
Basic understanding of Health & Safety (I)	✓	
Understand and implement child protection procedures (I)	✓	
Understand procedures and legislation relating to confidentiality (I)	✓	
Be prepared to develop and learn in the role (I)	✓	