



**North East
Learning Trust**

Catering Supervisory Assistant
Hermitage Academy
Applicant information pack

Catering Supervisory Assistant Required ASAP

**16 hours per week, term time only, plus 2 days
11.10am – 2.30pm**

Salary Grade 1, SCP3 £20,812 (FTE) £7,818 (Actual)

Hermitage Academy is a part of the North East Learning Trust and are seeking to appoint a Catering Supervisory Assistant to join our dedicated team.

This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that has undergone real change and is on a strong, upward trajectory.

Hermitage Academy is a mixed 11-16 comprehensive school with a rapidly growing sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It 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

The successful candidate will:

- Have experience of working in a kitchen and/or school environment.
- Be calm and measured but firm in their approach.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline:

Closing date for applications Friday 2nd December 2022 12pm. Shortlisting will take place w/c 5th December 2022

Interviews will take place week commencing 5th December 2022.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to samantha.lish@hermitageacademy.co.uk or by post to Samantha Lish, Support Services Manager, Hermitage Academy, Walldridge Lane, Chester le Street, DH2 3AD. Please do not submit a CV unless it is to compliment your application form

Job description

Post title:	Catering Supervisory Assistant
Responsible to:	Catering Manager / Assistant Cook
Responsible for:	Assisting in the preparation of school catering services and being actively involved in the lunchtime supervision of students in the allocated dining areas
Salary Band:	Grade 1 SCP3

Job Purpose:

To work as part of the catering team and assist in the preparation 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 Catering Manager/Assistant Cook. To supervise students in the allocated dining areas during the lunch period.

Duties and Responsibilities:

- To assist the catering manager/assistant cook with the preparation of meals to children, staff and visitors.
- To act as a lunchtime supervisor in an allocated dining area during the school's lunch time period.
- 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 a 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 observed at all times to safeguard the health and wellbeing of all service users.
- To clean the kitchen and dining areas 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 ensure students are behaving appropriately and be a support for the senior member of staff on duty.
- To operate the dishwasher and other equipment following correct usage procedures to ensure optimum results.
- To wash up dishes in compliance with correct procedures to ensure high standards of hygiene are maintained.
- Maintain accident records as required.
- Ability to present oneself as a role model to students in speech, dress, behaviour and attitude.
- Maintain safeguarding and accidents records, as required.

General

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

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Good level of literacy and numeracy skills. 	<ul style="list-style-type: none"> • NVQ1 (or equivalent) in catering • Basic Food Hygiene Certificate
Experience	<ul style="list-style-type: none"> • Experience of working in a catering and/or school environment. • Knowledge of health and safety in a catering environment. 	<ul style="list-style-type: none"> • Knowledge of COSHH regulations • Experience of dealing with children in a range of situations.
Aptitude and skills	<ul style="list-style-type: none"> • Ability to work under pressure. • Ability to prioritise tasks. • Good organisational skills. • Excellent communication skills and the ability to remain calm. 	
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, where necessary. 	

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 check is 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.