Built on botheredness . . .

the enquire learning trust

Enquire Learning Trust Application Pack

CATERING ASSISTANT

Reference Number: ELTNOV2614

ROSE WOOD ACADEMY
THE GARTH,
COULBY FARM WAY,
MIDDLESBROUGH,
TS8 0UG

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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; Northeast Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

Rose Wood Academy

Rose Wood is a happy caring school in the middle of Coulby Newham on the outskirts of Middlesbrough. We pride ourselves with the quality of education we provide for the children but also the high levels of care and nurture that are in place. At Rose Wood we:

We aim to:

- Enable all children to achieve their full potential, by providing high-quality teaching, matched to the needs of the individual;
- Provide a safe, stimulating and caring learning environment which enriches children's learning and motivates them to become active, successful and independent learners;
- Develop a sense of wellbeing, confidence and responsibility so that children can become well rounded members of society;
- Develop a feeling of respect for themselves and others

We believe:

- That all children are equally important, regardless of race, gender, background or ability;
- That children should be listened to, respected and treated fairly;
- That it is our duty to protect and care for our pupils;
- That parents and carers are partners in their child's education and development;
- That bullying should not be tolerated;
- Good behaviour is essential if children are to learn;
- That everyone is a learner and everyone can be successful in their own way
- That adults in school should provide excellent role models for children

Our beliefs and aims are underpinned by our school's motto which is 'Be Kind and REAP the rewards' REAP stands for Respect, Empathy, Achievement and Pride. This is the language that we use with children to support the achievement of our aims, to support resolution and conflict and to celebrate and praise children who make the right choices. We celebrate these successes weekly with awards for kindness and for children that demonstrate respect and empathy. We also celebrate children's achievements and things that make the school proud.

EAP Programme

The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

ROSE WOOD PRIMARY ACADEMY
The Garth,
Coulby Newham,
Middlesbrough,
TS8 0UG
Tel: 01642 595353
Website: www.rosewoodacademy.co.uk
Headteacher: Mr P. Cowley

Catering Assistant
Ref: ELTNOV2614

Part Time – 11.25 hours per week; Term Time + 5 days
Monday – Friday 11:15 am – 1:30 pm
NJC point 4 (Actual Salary £6,839.18)
Permanent Contract – Required ASAP

We are seeking to appoint a suitably qualified Catering Assistant to work in our school kitchen.

As a Catering Assistant your overall role is to assist in the unit as directed by the Unit Manager. The responsibilities are shared within the team, and include; preparing for service, all cleaning duties and cooking, storing all utensils and crockery in the correct areas, operate and maintain the efficient running of the kitchen equipment e.g. dishwashing machine,
ensure all kitchen surfaces (including walls and floors) and equipment are kept clean to minimise the risk of accidents and maintain high standards of hygiene. You will be
provided with a uniform to wear as per the ELT guidelines.

Rose Wood Academy is committed to safeguarding and promoting the welfare of all children. This appointment will be subject to safer recruitment procedures and a full enhanced DBS check and references will be taken up.

If you would like to look around the school, please contact the school office on the number above to make arrangements.

Application pack including the job description and person specification are available via Enquire Learning Trust website www.enquirelearningtrust.org.

All applications must be applied for online via the Enquire Learning Trust website – www.enquirelearningtrust.org by the closing date listed below. Shortlisted candidates will be contacted by telephone.

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**

Closing Date: Friday 4th December 2026 at noon
Interviews: Wednesday 9th December 2026
Specific times arranged with candidates

JOB DESCRIPTION

Job Title	**Catering Assistant**
Location/Base	**Rose Wood Academy**
Reporting to	**Cook / Academy Business Manager**

1. Job Purpose

As General Assistant you will be responsible for supporting delivery of a high quality, customer focused catering service to pupils, staff and visitors to the school.

You will undertake a range of duties as determined by the cook including food preparation and service of food.

You will ensure all tasks are completed to the highest standard of hygiene, health and safety in food production and that you comply with company policies and procedures.

2. Main duties

- Food preparation and production
- Cleaning of kitchen and food service areas, including equipment
- Preparation, delivery and service of hospitality as and when required.
- Maintaining the general tidiness and organisation of food service areas, “Clean as you go policy”
- Observing and enforcing all food hygiene policies, procedures and documentation (HACCP)
- Any other duties or tasks as required by the service, Cook or Business Manager

3. Working as part of a Team

- Listen and be open to the views of others
- Actively work to develop and maintain positive relationships with people
    - Comply with all Enquire Learning Trust policies, procedures and protocols.
    - Pay regard to materials and equipment.
    - Seek advice and support from Team Leader whenever necessary.
    - Maintain a professional appearance.
    - Ensure corporate work wear supplied by Enquire Learning Trust is only worn at work, and manage no jewellery policy
    - Create and maintain effective working relationships.
- Willing to be supervised
- Required to wear uniform as per company guidelines

Additional Responsibilities

Safeguarding

All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff and adults within School, as well as members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

Health and Safety
All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance within our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

Customer Care
Enquire Learning Trust are committed to providing the very best of homemade food and delivering a Focused service to our customers. All staff employed within the organisation are expected to treat pupils and staff with respect at all times during their contact throughout services we provide.

PERSON SPECIFICATION

POST TITLE: Catering Assistant

	Essential	**Desirable**
QUALIFICATIONS/ TRAINING:		• Food Hygiene Certificate
EXPERIENCE:	• Recent and relevant catering experience • Staff supervision • Cooking for similar numbers • Experience of working as part of a team	• Experience of catering for school children • Experience of catering for special diets
SKILLS/ KNOWLEDGE:	• The ability to communicate with children and adults • The ability to work to deadlines • Be able to use own initiative and work as part of a team	• Knowledge of COSHH and Health & Safety regulations
PERSONAL ATTRIBUTES:	• Pleasant and friendly manner • Reliable • Professional approach • Self-motivated • A commitment to working as part of the whole school team and supporting the vision and aims of the school	

Contact details:
Mr Paul Cowley Headteacher
Rose Wood Academy,
The Garth,
Coulby Farm Way,
Coulby Newham,
Middlesbrough
TS8 0UG

Telephone number: 01642 595353

Email address: contact@rosewoodacademy.co.uk

The Enquire 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. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

All documentation will be treated confidentially and processed in accordance with Data Protection regulations.