



# Catering Assistant



"A great school  
at the heart of  
the Ormskirk  
community"



Dear Applicant,

Thank you for showing an interest in Ormskirk School, part of the Endeavour Learning Trust family.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

### **Our School**

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to aim high and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

We value and celebrate the many and varied achievements of all; recognising the exciting and limitless potential that students have and encouraging them to fulfil this in a caring, disciplined and inspiring environment.

Our overall aims are to provide:

- A world class education for all our students, regardless of ability or background, which builds resilience, confidence and drive, in an ever-changing world
- A workforce of the highest calibre, with a winning combination of teamwork, skill, experience, passion and an unwavering commitment to excellence
- A relentless focus on individual and collective improvement and personal and professional development, in an ethos of high expectations and personal ambition
- The moral imperative to ensure that no child is left behind and no individual is overlooked in their uniqueness and distinctive potential
- A nurturing environment, where everyone feels safe and valued and where we get the balance right between encouragement and support and stretch and challenge, so that all of us can aim high and work together to make those aspirations a reality
- A genuine commitment to foster partnerships, across our family of schools, with our parents, other strategic partners and our wider communities
- The expertise to efficiently and effectively deploy and maximise our resources across the Trust and our wider networks and partnerships

Our commitment is to make Ormskirk School and Sixth Form College a place where excellence and high expectations are recognised as the norm: a school to which everyone is proud to belong.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Burnham  
Headteacher

## Advert – Catering Assistant

Ormskirk School are looking to appoint a Catering Assistant to assist in the preparation, cooking and serving of food and beverages in all service areas of our school. As part of a committed team, led by our catering manager, you will contribute to the smooth operations of our catering service for all our students and staff.

We are looking for someone who is able to:

- Demonstrate successful experience of food preparation
- Show effective knowledge of basic food hygiene
- Display successful experience of customer care
- Show positive experience of working as both part of a team and independently

They will be expected to:

- To prepare the dining area of service, and associated cleaning as required
- To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager
- To serve food according to the style and type of operation defined by the school

In return we can offer you:

- A supportive and encouraging team of dedicated staff
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment
- A commitment to the wellbeing of staff including 24/7 access to employee wellbeing package
- Term time only employment which supports long holidays

Hours of work: Monday to Friday 12:00pm – 2:30pm. This position is part time, permanent and term time only.

To apply for this vacancy, please complete an application in full and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org).

We cannot accept CVs. The link to TES can be found on the vacancies section of our website.

Applications should be submitted by 9am on Friday 24th November 2023

Interviews are to be held on Wednesday 29th November 2023

If you require any further information about this role please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

Candidates should ensure that they and their referees are easily contactable, with the correct phone number and email address and able to reply promptly if references are requested.

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with Endeavour Learning Trust.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

**This post is subject to an enhanced DBS check**

**Endeavour 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 and individually take responsibility for doing so.**



## Job Description – Catering Assistant

<b>Job Title</b>	Catering Assistant
<b>Grade</b>	Foundation Living Wage
<b>Salary</b>	£21,029 per annum
<b>Pro-Rata</b>	£5,940.42 per annum
<b>Location</b>	Ormskirk School, Wigan Road, Ormskirk L39 2AT
<b>Hours Per Week</b>	12.5 hours per week Monday to Friday 12:00pm – 2:30pm
<b>Weeks Per Year</b>	Term time only
<b>Contract</b>	Permanent
<b>Responsible To</b>	Catering Manager

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### Job Purpose

To assist in the smooth and efficient running of the catering operation across all areas including all service areas, wash up, roll/sandwich/food preparation including cash till operation where specified plus catering related duties

### Key Responsibilities / Accountabilities

- To prepare the dining area of service, and associated cleaning as required
- To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of meals
- To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager
- To serve food according to the style and type of operation defined by the school
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment
- To clean on a daily basis all catering areas to a standard required by the school
- Other related duties as are required to ensure the dining areas and kitchens are in a clean and hygienic condition and that the food service is effective and efficient
- To undertake duties that may be required for the effective operation of the catering establishment, including till duty (cashless catering) as directed by the catering Manager.
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post and any other reasonable duties at the request of the Headteacher

### Support for the School

- To work within school policies and procedures
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Operations Manager.
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters

**NOTE:** In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required. **Agreed by:** Executive Estates Manager

## Person Specification – Catering Assistant

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
Food Hygiene Certificate (qualification not essential at point of application as training will be given if required)	D	AF
Food Allergy Awareness Qualification (qualification not essential at point of application as training will be given if required)	D	AF
COSHH (qualification not essential at point of application as training will be given if required)	D	AF
First Aid Qualification (qualification not essential at point of application as training will be given if required)	D	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience of working within a catering function	D	AF/I
Experience of customer care	D	AF/I
Experience of food preparation skills	D	AF/I
Experience of health and safety	D	AF/I
Experience of basic food hygiene	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate they are able to work under pressure and use own initiative	E	AF/I
Work to deadlines	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Observe hygiene standards at all times	E	AF/I
Demonstrate they have a positive approach to customer care and service delivery	E	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
A good standard of personal hygiene; wearing the uniform provided ensuring it is clean and tidy.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
<b>OTHER</b>		

Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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