



# CATERING ASSISTANT

TARLETON ACADEMY



Dear Applicant,

Thank you for your interest in the position of Catering Assistant position at Tarleton Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', is positioned above the typed name and title.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS





## About Tarleton

Dear Applicant,

Tarleton Academy is a thriving rural secondary school, part of the Endeavour Learning Trust family of schools and located at the heart of the village of Tarleton. We continually strive to be a 'Great school at the heart of the Tarleton community' and have ambition to be the number one secondary school choice for all students in the locality.

At our school you will find a caring, supportive and inclusive community; one that is dedicated to celebrating the potential and uniqueness of everyone. To support this commitment, there is a strong curriculum, inspirational and challenging teaching and learning and dedicated pastoral care. In July 2023, this was recognised by Ofsted and we maintained our rating as a 'Good' school.

We pride ourselves on the strength of our relationships with our students, staff and wider community. Our overriding priority is to get to know each of our students as individuals in order for them to excel in all aspects of school life. We have a distinct 'family' feel, with the wellbeing of our staff and students at the forefront of our decision making - our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We have recently moved into a brand-new state-of-the-art carbon neutral school building which offers staff and students an unrivalled school experience with modern design and state of the art technology in all classrooms. This development will continue with the landscaping of our outdoor spaces, the completion of a new MUGA and the proposed 3G AstroTurf pitch. We would highly recommend you come and visit us prior to application in order to appreciate our fantastic new facility.

We hope the enclosed information will give you good insight into the role and will encourage you to apply.

Yours faithfully,  
S. Parker  
Headteacher

## Catering Assistant

**Part time, Permanent, Term time only**

**£23,151.49 pro rata**

**£10,582 per annum**

Tarleton Academy 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 brand new, modern, well-resourced school rebuilt in Spring 2023
- 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 10:30am – 2:30pm. This position is part time, permanent and term time only.

### HOW TO APPLY

To apply, please complete an application form in full and send to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org) along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Monday 12th August 2024

Interviews are to be held on Thursday 15<sup>th</sup> August 2024

Prospective candidates are welcome to contact the school for a telephone conversation prior to the final application please contact A Vose, Operations Manager at [a.vose@tarletonacademy.org](mailto:a.vose@tarletonacademy.org) to organise a convenient time.

### SAFEGUARDING

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.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates



## JOB DESCRIPTION



## CATERING ASSISTANT TARLETON ACADEMY

### 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

### Main Activities

- 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

## PERSON SPECIFICATION

	<b>KEY CRITERIA</b>	<b>Essential (E)/ Desirable (D)</b>
<b>QUALIFICATIONS</b>	Food Hygiene Certificate (qualification not essential at point of application as training will be given if required)	D
	Food Allergy Awareness Qualification (qualification not essential at point of application as training will be given if required)	D
	COSHH (qualification not essential at point of application as training will be given if required)	D
	First Aid Qualification (qualification not essential at point of application as training will be given if required)	D
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience of working within a catering function	D
	Experience of customer care	D
	Experience of food preparation skills	D
	Experience of health and safety	D
	Experience of basic food hygiene	D
<b>SKILLS AND ATTRIBUTES</b>	Demonstrate they are able to work under pressure and use own initiative	E
	Work to deadlines	E
	Demonstrate that they are able to develop effective working relationships	E
	Observe hygiene standards at all times	E
	Demonstrate they have a positive approach to customer care and service delivery	E
<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	A good standard of personal hygiene; wearing the uniform provided ensuring it is clean and tidy.	E
	A calm and organised nature	E
	The ability to communicate confidently and effectively, in varied situations, using a range of methods	E
	The ability to respond effectively to challenges	E
	A flexible approach to working practices	E
	High expectations of self and professional standards	E
	The ability to work as both part of a team and independently	E
	A commitment to contributing to the wider school, Trust and its community	E
<b>OTHER</b>	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the documents 'Keeping Children Safe in Education' 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E