

# Stratford-upon-Avon School

<b>Job Title:</b>	<b>Catering Assistant (Maternity Cover)</b>
<b>Grade</b>	<b>Band A – (salary details at appendix 2)</b>
<b>Hours:</b>	<b>25 hours per week over 5 days (see appendix 2)</b>
<b>Reporting to:</b>	<b>Head of Catering</b>
<b>Department:</b>	<b>Catering</b>

## **Main Purpose of Job:**

1. Provide a friendly and efficient front of house service to students, staff and visitors.
2. Assist with the preparation, production and serving of food items – within the main kitchen and satellite facilities within the school.
3. Assist in the care and cleaning of the kitchen and catering equipment, in accordance with the school's standards.
4. Work is undertaken under the guidance of the Head of Catering /Catering Manager and includes a wide variety of tasks associated with the operation, which employees may from time to time be required to rotate between.

## **Key areas and activities**

1. To assist with food preparation and production throughout the kitchens within the school including some elements of cooking
2. To serve food, including offering encouragement and guidance to assist students in making healthy and safe choices in line with the school's and national policy
3. To work in an efficient and organised manner working to specified times to ensure food is prepared ready for service.
4. Handle sales using the school's biometric till system
5. To set up the dining area, including plates, cutlery and recycling, and clean after use
6. To clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls, store areas to a required level in order to maintain necessary safety standards
7. Washing up (manual and dish washer)
8. To move equipment used in the kitchens, dining area and other catering areas of the school to meet the needs of the service.
9. To receive food deliveries and put away as instructed
10. Keep all appropriate records, reporting any faults with equipment and machinery
11. To ensure that food safety regulations are followed at all times
12. To demonstrate a positive, enthusiastic and cooperative approach to work, colleagues and visitors
13. To undertake any other duties commensurate with the post, at the discretion or direction of the Head of Catering
14. There may be additional hours available for staff cover within the school day
15. Occasionally there may be additional hours offered, as overtime payment, outside of the school day due to hospitality bookings which post holders may be approach to fulfil; if available.

## **Health and Safety**

To adhere and comply with Health & Safety, manual handling, allergen and food-related Hygiene regulations.

Responsibility for own health and safety and that of others will be of key importance. The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

## **General**

### **Entitlement to:**

- A clear management line and access to the immediate line manager.
- An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

### **Requirements**

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure.
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally as required.
- Participation in the performance management system in force for all staff.

### **Notes**

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role and for operational reasons, through consultation, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

## **Appendix 1 Support Staff Posts**

### **Corporate**

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

### **Working with Students**

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

### **Membership of Groups**

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

## Appendix 2

### Catering Assistant

#### Terms and Conditions of Employment specific to the post

##### Working Hours

The post is for 25 hours per week, typically: Monday to Friday, 09:15 – 14:15, 38 weeks per year plus one week staff learning days; 39 weeks.

For operational reasons this is designated a 5-day position per week.

##### Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 26 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

##### Other Benefits

- Free car parking (subject to availability)
- Wellbeing employee assistance programme
- Contributory pension scheme

##### Remuneration

Starting salary for a full-time post is based on Band A, £22,368 per annum.

The actual salary for the hours / weeks worked will be calculated at £13,093 per annum based on £11.59 per hour subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.  
This post is subject to an Enhanced Disclosure.*