

## CONTEXTUAL INFORMATION

### **Catering Assistant (Maternity Cover anticipated to be until July 2025)**

An opportunity has arisen to join our friendly and well-established catering team to deliver a varied and memorable catering service for our students, staff and visitors.

With the school currently expanding to over 1900 students we recently completed a £1.3M dining and kitchen extension to the school.

We have the opportunity to get involved in a number of food preparation areas and develop menu options to ensure the menu remains fresh and interesting throughout the year.

Following our Academy conversion in 2011 we appointed our own Head of Catering and have managed our catering facilities in house. This has allowed us to place food provision at the centre of the school and enabled expansion into a satellite café provision within the Sixth Form area and a Year 11 Diner. The kitchen is open from 07:00 to 14:30. We are a very busy catering facility serving the needs of over 1900 students on a daily basis, including a breakfast, break and lunch service.

We are looking to appoint a Catering Assistant who will work in alongside our existing catering staff to enhance the learning and well-being of our students by providing good quality food every day. In addition, this provision extends beyond the school to the local and wider community.

The work of the catering team is often displayed on our website and our social media platforms.

### **Working Hours**

25 hours- 09:15am – 14:15pm Monday – Friday, although some flexibility of approach may be required.

For operational reasons this is designated a 5-day position per week, term time (38 weeks) plus 5 staff learning days: 39 weeks.

### **Resources**

Our superb school building and grounds opened in 2002, incorporating all weather sports pitches, athletics track and a range of performing arts facilities, together with a full range of both specialist and non-specialist classrooms, meet the needs of our 21<sup>st</sup> century students during school hours and are available for hire by the community out of school hours. The extensive and up to date kitchen facilities give us potential for continuing to develop the catering provision for the students and the wider community.

### **Holiday Arrangements**

This post is offered as principally a term-time post i.e. 39 weeks per year. As such personal leave will be required to be taken during school holiday periods. In the case that the successful candidate already has holiday arranged when offered the post, and if it is declared at this time, we honour the arrangement.

### **Induction and Professional Development**

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

A particularly relevant element of CPD will be visits to other schools to share and provide ideas and develop good practice.

### **The Organisation of Staff at Stratford upon Avon School.**

There are about 210 staff employed at the school, with about half being teaching staff and half support staff.

We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities, and to contribute to student development through co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport and participating in staff social events.

### **Start Date**

It is anticipated that the successful candidate will be able to start in January 2025. However, it is our policy always to appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

### **Interviews**

A date for interviews will be within 2 weeks of the closing date.

Stratford School is a friendly school, with high expectations for the attainment and behaviour of our students, and with a supportive ethos for all staff.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me on 01789 268051.

Jason Brooke  
Head of Catering  
October 2024