SUPPORT STAFF

JOB DESCRIPTION

ROLE TITLE	CATERING ASSISTANT
CONTRACTED HOURS	26 hours per week, 38 weeks per year
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 2, Points 3-4
REPORTING TO	Headteacher and Operations Manager

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:



The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:
Excellent education – we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.
Excellent staff – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

Excellent support for schools – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To prepare and serve food and drink, in accordance with Health and Safety, Health and Hygiene and Food Safety Regulations to meet the daily needs of staff, students and colleagues.

KEY TASKS & RESPONSIBILITIES

Duties will involve food preparation, food service, customer service, dishwasher operation and cleaning duties.

To maintain the kitchen, dining area, floor areas and other catering related areas to the highest standards of cleanliness.

To report to the Head of Kitchen any matters of concern which affects the day to day running of the Catering Department.

To communicate efficiently and effectively in a friendly and positive manner to all school staff, students colleagues, management and visitors.

To undertake any training that is required which is off the TGS site or online based training

Duties will involve working in any of the Thomas Gainsborough School Catering Areas and rotated around each of the stations within each of the Catering Areas at the Head of Kitchen's discretion.

Undertake any duties reasonably requested by the Headteacher or Line Manager

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
	KNOWLEDGE	
Literacy and Numeracy	• Secondary education up to GCSE level or equivalent • Able to carry out basic calculations accurately • Computer literate • Able to main routine records e.g. school meals, sale of tickets, supplies.	• Competent and confident in use and interpretation of databases and spreadsheets.
Equipment / Materials	• Able to use / operate general office equipment e.g. printers, photocopiers, binder, computers	
Problem Solving	• Ability to check stock deliveries accurately • Ability to resolve a range of day-to-day problems, using own initiative. • Know when it is appropriate to refer upwards	
Planning	• Organised and methodical approach to tasks	
Interpersonal and Communication	• Tact and diplomacy second nature • Articulate with a good grasp of the English language • Patience and tolerance when dealing with parents / pupils who may be upset or appear unreasonable • Understanding of the necessity and ability to maintain absolutely confidentiality • Pleasant and helpful face-to-face manner • Ability to function effectively as part of a team	
Manual Skills	• Routine manual handling skills	
Level of Autonomy	• Able to make day-to-day decisions about own workload, within clear guidelines and procedures. Supervisory assistance is available most of the time.	