



KING'S LEADERSHIP
ACADEMY HAWTHORNES

CATERING ASSISTANT

RECRUITMENT PACK

PART OF



GREAT SCHOOLS
TRUST



MESSAGE FROM THE CHIEF EXECUTIVE OFFICER



Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Shane Ierston

CEO

OUR VISION

To develop a family of Great Schools that allow all students, irrespective of starting point or background, to access university or a career of their choice and succeed in life.



PRINCIPAL'S WELCOME

Our school is part of The Great Schools Trust, a small but growing multi-academy trust situated in the Northwest of England. There are currently four Kings Leadership Academy schools within the Great Schools Trust in Warrington, Liverpool and Bolton and a student referral unit next to our Liverpool school, the Aspire Centre. There are currently plans ongoing for further expansion of the Trust.



Why King's Leadership Academy Hawthornes?

We are a growing school of committed friendly staff, a cohort of students who are polite, enthusiastic and keen to learn right across the curriculum. We are a school centred in our Aspire Values – Achievement, Aspiration, Self-awareness, Professionalism, Integrity, Respect and Endeavour. It is these values that drive our behaviours and relationships, a 'lingua franca' that helps to bind our community together. An inspector captured the mission of the school when he observed that we were 'building better people,' something we are proud of.

Our aim is to provide a curriculum for our students that enables them to access real knowledge and a chance to progress to high quality higher education or training. We also aim to create an enriched offer that provides cultural capital for all of our students, irrespective of their personal circumstances. We also privilege diversity and inclusivity and pride ourselves on the welcome we give every student and their families.

We tackle disadvantage rigorously. We provide every student with a chrome book, free breakfast and breaktime food, free residential experiences to build self-esteem and teamwork, free opportunities to join the Duke of Edinburgh scheme. We have won national recognition for Combined Cadet Force sponsored by the Royal Marines. No student is left behind and we remove barriers to learning at every opportunity.

We take the development and well-being of our staff equally as seriously.

Everyone is provided with a laptop and we have recently invested in state-of-the-art ICT infrastructure for every classroom. We hold CPD on two evenings a week – our late finish for Thursday Enrichment allows an early finish on a Friday for a second CPD session. This collaborative approach has allowed the Trust to develop a common curriculum and strong assessment policies that allow staff to focus on work life balance and having the energy to focus on the classroom, not clutter beyond it.

These approaches have led to extremely high levels of staff retention and attendance. It is place where people want to teach, where parents want to send their children and where children want to study.

If you are interested in a post at King's Leadership Academy Hawthornes, I strongly recommend you come to Bootle and see the work we do for yourself. We are situated in Bootle, two miles from Liverpool city centre. The school is within Sefton local authority.

I look forward to meeting you.

Pete Gaul

Principal

Catering Assistant

Salary: Scale 2 Point 3-4, TTO £5,199 - £5,258 (pro-rata)

Contract: Permanent, Term Time Only

Hours: 10 hours per week

Location: King's Leadership Academy Hawthornes

Reporting to: Catering Manager

Start date: ASAP

Working at King's Hawthornes

We are seeking a reliable, friendly, and enthusiastic Catering Assistant to join our catering team at King's Leadership Academy Hawthornes.

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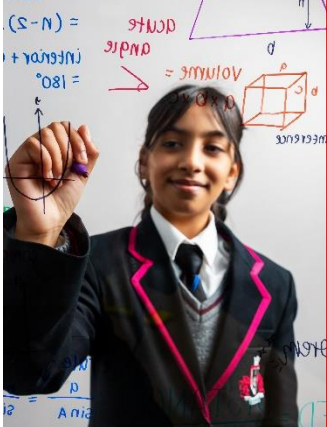
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We wish to appoint a highly motivated individual who shares our vision for making all students successful citizens in tomorrow's world.

Visits to our academy are encouraged and welcomed before applying for this post.

Key Benefits

- A trust which prioritises the well-being of its staff
- Flexible Working opportunities
- Highly competitive salaries
- Access to the Teacher Pension Scheme and Local Government schemes
- Generous holiday entitlement of 30 days for support staff
- BUPA Employee Assistance Programme which provides access to tools to help manage well-being along with services such as counselling and access to a child and dependant care helpline
- Good occupational sickness and maternity/paternity schemes
- A unique approach to Performance Leadership
- A commitment to personal and professional development with training and support for each staff member
- The opportunity to develop your career within and across the Trust academies
- Salary sacrifice scheme - Cycle to Work





Job Purpose

The Catering Assistant will be responsible for helping to prepare and serve meals to students and staff, ensuring a high standard of hygiene and cleanliness, and assisting with general kitchen duties. This is a key role in supporting the smooth running of the school's catering service and contributing to the wellbeing of our students.



Key Responsibilities

Food Preparation & Assistance

- Support the kitchen team in the preparation of ingredients such as washing, peeling, chopping vegetables, and assembling simple dishes.
- Assist in preparing sandwiches, salads, desserts, and snacks in line with menu requirements, considering dietary needs and food allergies.
- Assist with baking and other food preparation duties as required.

Serving Meals & Customer Service

- Serve meals to students and staff during lunch service, ensuring prompt, polite, and friendly interaction.
- Assist with special dietary requirements, ensuring all students, including those with allergies or dietary restrictions, are catered for appropriately.
- Manage portion control to ensure there is enough food for all students while reducing waste.
- Encourage healthy eating choices among students by offering helpful advice and guidance on meal options.



Hygiene & Cleanliness

- Follow the daily and weekly cleaning schedules, ensuring all kitchen equipment, utensils, and surfaces are cleaned and sanitized.
- Ensure high standards of cleanliness in the food preparation and dining areas in accordance with health and safety regulations.
- Clean and store away kitchen equipment, dishes, and cutlery after use, ensuring all items are properly sanitised.
- Dispose of waste in accordance with the school's recycling and waste management policies.



Health & Safety

- Follow all food safety and hygiene procedures, including correct storage of food, monitoring fridge/freezer temperatures, and avoiding cross-contamination of allergens.





- Ensure compliance with the school's health and safety policies, including the safe use of kitchen equipment and adherence to fire safety regulations.
- Report any health and safety concerns or issues to the Catering Manager promptly.

Stock Control & Inventory Management

- Assist with checking and accepting deliveries, ensuring the quality and quantity of the stock is in line with orders.
- Help with the correct storage of food products, including labelling and stock rotation (first in, first out).
- Assist the Catering Manager in monitoring stock levels and notifying of any shortages or items that need replenishing.

Teamwork & Support

- Work as part of a dynamic team, supporting colleagues during peak service times and helping to maintain a positive and efficient work environment.
- Be flexible and willing to assist in other areas when required, such as covering absences or helping with school events that require catering services.
- Maintain a positive attitude, particularly when interacting with students and staff, ensuring a welcoming and inclusive atmosphere.

School Events & Special Catering

- Assist in catering for special school events, such as parents' evenings, school celebrations, or staff meetings.
- Help with setting up and clearing down special functions, ensuring that the service is smooth and meets the high standards expected.

Continuous Improvement & Professional Development

- Stay informed about changes to food safety regulations and best practices in school catering.
- Participate in any training or professional development provided by the school, including food hygiene certification, child safeguarding, and first aid.
- Support efforts to reduce food waste and encourage sustainability practices within the catering department.

The post holder is expected to carry out such other duties as may reasonably be assigned by the Catering Manager.

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.





Person Specification

- Experience in Catering: Previous experience in a catering, kitchen assistant, or food service role. (E)
- Food Hygiene Knowledge: A basic understanding of food hygiene, safety standards, and safe food handling procedures (Level 1 Food Hygiene Certificate preferred but training can be provided). (E)
- Team Player: Ability to work effectively as part of a team, supporting colleagues and contributing to a positive work environment. (E)
- Good Communication Skills: Ability to communicate politely and effectively with students, staff, and colleagues. (E)
- Time Management: Ability to work in a fast-paced environment, manage time effectively, and meet deadlines. (E)
- Experience working in a school or educational setting. (D)
- A Level 2 Food Hygiene Certificate. (D)
- Knowledge of special dietary requirements and allergies. (D)
- An interest in child nutrition and promoting healthy eating habits. (D)

(E) - Essential, (D) - Desirable



Terms

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current but may be reviewed at any time and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and scale.

This appointment is with the Local Academy Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'. This Job Description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility. The trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for applicants who may have a disability or continued employment for any employee who develops a disabling condition.

Application and interview process

Deadline for applications: Sunday 20th October

Interviews: W/C 21st October

Submit Applications to: Anna Dunne at a.dunne@kingshawthornes.com

The selection panel will short-list candidates based on the information given in the comprehensive application form. Applicants will be assessed against the criteria for the role and candidate profile.

References and Pre-Employment Checks

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Our Commitment to Safeguarding

Great Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- Two **satisfactory references**, one of which must be from your most **recent employer**;
- Proof of **identity, address** and **right to work** in the UK;
- Verification of relevant **qualifications**;
- Candidates who have worked or been resident **overseas** for three months or more within the last five years will be subject to **criminal record checks** from the relevant **jurisdiction(s)**;
- Verification of **medical fitness** for the role;



- Confirmation that the applicant is not named on the **Children's Barred List**, administered by the DBS;
- A satisfactory **enhanced disclosure** from the DBS.
- Satisfactory completion of the **probationary period**;
- Candidates in **managerial roles** will be subject to a **Prohibition from Management check** (Section 128 check).
- **Prohibition** check (where applicable)

