



West Hatch High School
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mr D Leonard BSc (Hons), Med

Email: recruitment@westhatch.net

Part Time Catering Assistant
22.5 hours per week (10.00am-2.30pm)
39 weeks per year (Term time plus 1 week CPD)
Band 1, points 1-3 - £17,364 - £18,065 (pro rata + £874 Fringe)
Actual Salary £9,423 - £9,785
Required ASAP

We are looking to appoint a part time Catering Assistant to our hardworking and dedicated catering team who provide an excellent service to our students and staff. We are looking for a team player who enjoys being in a busy environment.

West Hatch is a family and we are dedicated to developing staff and students into successful leaders. We offer wide ranging opportunities for staff to develop and take on roles that will support and open doors for them to progress in the future.

This is an exciting time to join West Hatch with an expansion of 350 students and a thriving Sixth Form in the top 25% of schools Nationally over the last three years; come and be a part of our future.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references. For further information and to download an application form please visit www.westhatch.net

Closing Date: 23rd October 2019

The school reserves the right to interview prior to the deadline date.



West Hatch High School

JOB DESCRIPTION:	Catering Assistant
Responsible to	Headteacher
Line Manager	Catering Manager
Grade	Band 1, points 1 - 3
Hours:	22.5 hours a week (10am to 2.30pm), 39 weeks per year
Purpose of Job	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced Disclosure check and positive references.

Key Responsibilities

Catering

- To undertake basic food and beverage preparation as and when required.
- To support the department with the service to customers ensuring that the till systems are used appropriately.
- To support the department before service with the preparation of stocking drinks in appropriate areas (This may involve some heavy lifting)
- Occasionally, to assist with special functions at the school which may be outside of normal working hours.
- To ensure all equipment is kept clean and put away into the correct storage area.
- To support the department during service times to ensure the kitchen is kept clean and tidy.
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.

- To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.

Other Duties

- To report any customer comments or complaints and take any necessary remedial action if appropriate.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- To attend training activities and/or meetings as required.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations

General:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, students, parents and the public.
- Maintain standards of presentation and work output as set by your line manager.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to students, parents, other staff and school business.
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high personal standards of punctuality and attendance.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Business & Finance Manager to carry out appropriate duties within the context of the job, skills and grade.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

October 2019



Catering Assistant – Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of working in a busy kitchen environment Experience of basic food preparation Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. Basic level of education Completion of Induction programme
	Knowledge of relevant policies and procedures	General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
	Literacy	Basic reading and writing skills
	Numeracy	Basic numeracy skills
	Technology	Ability to use kitchen and cleaning equipment Ability to operate till systems, serving students and staff
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing

Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information, as required
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

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