



Catering Assistant Application Pack



THE LIMES
PRIMARY ACADEMY



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Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust



Letter from Kate Cracknell, Headteacher at The Limes Primary Academy

Dear Candidate

Thank you for your interest in this role at our school!

We are now looking to appoint the next wave of staff to join our fabulous team at The Limes. This is a unique opportunity to build and grow a school from infancy and at a new milestone – our first year of Key Stage 2! There is no doubt about it, setting up the academy from scratch takes vision, dedication and hard work, but being part of that exciting and rare journey will be very rewarding, seeing the academy take shape over the next few years and being part of that vision and growth from the start.

At The Limes Primary Academy we strive to develop lifelong, independent learners through our Learning Pathways curriculum, which is driven by engagement in, purpose for and pride of learning. Our bespoke and sequenced curriculum is centred around children's individuality and uniqueness in order to provide equal opportunities to succeed, exceed expectations and achieve the very best results they can, academically, creatively and personally.

As part of REAch2 Academy Trust there are many exciting opportunities to develop your career within the MAT. We offer a great range of CPD and truly value staff development at The Limes. As a new school, we are still a relatively small team – wellbeing and manageable workload are important to all of us and, as a result, staff go above and beyond to support each other, the children and their families.

This is an extremely exciting time to join our team – the beginning of Key Stage 2, including our innovative approach to the curriculum, a great programme of training for next academic year, the launch of our new immersive and interactive studio...the list goes on. Do get in touch and come and see us in action! We look forward to hearing from you!

Mrs Kate Cracknell

Headteacher

The Limes Primary Academy

REAch2 Academy Trust

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Catering Assistant

Are you:

- Hard-working, honest, dependable and self-motivated?
- Capable of establishing good working relationships with staff, pupils and parents?
- An exceptional cook, passionate about healthy, high-quality nutrition?
- Committed to team-work?
- Child-centred and solution focused?

If so, you'll love to work at **The Limes Primary Academy!**

Our children deserve the best and as a Catering Assistant at The Limes Primary Academy you will be a part of our innovative new approach to school catering – REAch2EAT. You will have a passion for cooking and providing high quality meals using fresh, local produce as well as delivering exceptional service to your demanding customers – our children!

Food served in school forms a part of our healthy school's ethos, and exceptional nutrition supports our drive for exceptional opportunities for learning. The successful applicant can expect to work alongside our amazing Catering Manager as well as a wider support network of our REAch2EAT Catering Team. We can offer you:

- A firm commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference
- Opportunities to further develop your career within our Multi Academy Trust, REAch2, the largest primary-only academy trust in the country
- A support network within REAch2EAT including our Regional Catering Manager
- A stunning school environment, with state-of-the-art catering facilities
- And, most importantly, AMAZING children just waiting to meet you.

Salary: NJC Points 1 – 3 (currently £9.25 per hour/£6,032 p.a.)

Contract type: Permanent, 15 hours per week, 38 weeks per year (term time only)

Start date: 1st September 2021

REAch2 is a National Living Wage employer. As such we will always ensure that all our employees receive no less than the national living wage.

The application

You are invited to submit an application form to Tim Marjoram, Business Manager via email: tim.marjoram@reach2.org

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS with barred list check.

If you would like an informal discussion with the Regional Catering Manager, please contact Dee Formby at dee.formby@reach2.org or telephone 07785 445305 – we look forward to hearing from you!

The application process and timetable

Application deadline:	9am on Friday 23 rd July 2021
Interviews:	Wednesday 28 th July 2021
Contract details:	15 hours per week, 38 weeks per year, permanent
Salary:	NJC Scale Points 1 – 3 (currently £9.25 per hour/£6,032 p.a.)
Start date:	1 st September 2021

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

The Limes Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS with barred list disclosure will be sought through the Criminal Records Bureau as part of the Academy's pre-employment checks.

Job Title	CATERING ASSISTANT
Salary	NJC Scale Points 1 – 3 (currently £17,842 - £18,562 pro rata)
Reports to	CATERING MANAGER
Responsible for	No management responsibilities
Liaison with	Other catering staff, suppliers.
Job Purpose	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school.
Duties	<ul style="list-style-type: none"> • To deputise for the Catering Manager as required • To assist with the preparation and cooking of food & beverages. • Serving children at the counter or from a trolley as required. • To undertake all aspects of cleaning equipment (light and heavy), walls (up to shoulder height) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed. • During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked. • To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations. • To attend training activities and/or meetings as required. • Occasionally, to assist with special functions at the school which may be outside of normal working hours. • To report to the Catering Manager 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.
General	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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.
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Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<ul style="list-style-type: none"> • Experience of the preparation and cooking of simple food & beverages • Experience of serving customers at the counter from a trolley as required • 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 DCSF Induction programme • Food Hygiene Level 2/3
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Basic reading and writing skills
	Numeracy	<ul style="list-style-type: none"> • Basic numeracy skills
	Technology	<ul style="list-style-type: none"> • Ability to use kitchen and cleaning equipment
Communication	Written	<ul style="list-style-type: none"> • Ability to complete basic forms
	Verbal	<ul style="list-style-type: none"> • Ability to exchange routine verbal information clearly with children and adults
	Languages	<ul style="list-style-type: none"> • Seek support to overcome communication barriers with children and adults
	Negotiating	<ul style="list-style-type: none"> • Consult with colleagues
Working with children	Behaviour Management	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy
	SEN	<ul style="list-style-type: none"> • Understand and support the differences in children and adults and respond appropriately

	Curriculum	<ul style="list-style-type: none"> • Basic understanding of the learning experience provided by the school
	Child Development	<ul style="list-style-type: none"> • Basic understanding of the way in which children develop
	Health & Well being	<ul style="list-style-type: none"> • Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	<ul style="list-style-type: none"> • Understand the role of others working in the school
	Relationships	<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	<ul style="list-style-type: none"> • Ability to work effectively with other adults in the school
	Information	<ul style="list-style-type: none"> • Ability to provide timely and accurate information, as required
Responsibilities	Organisational skills	<ul style="list-style-type: none"> • Good organisational skills
	Time Management	<ul style="list-style-type: none"> • Ability to manage own time effectively
	Creativity	<ul style="list-style-type: none"> • Ability to follow instructions
General	Equalities	<ul style="list-style-type: none"> • Demonstrate a commitment to equality
	Health & Safety	<ul style="list-style-type: none"> • Basic understanding of Health & Safety
	Child Protection	<ul style="list-style-type: none"> • Understand and implement child protection procedures
	Confidentiality/Data Protection	<ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality
	CPD & Training	<ul style="list-style-type: none"> • Be prepared to develop and learn in the role

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

The Limes Primary Academy recognises that all individuals have fundamental human rights and therefore adopts a rights-based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion. We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.