



## OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION

### **CATERING ASSISTANT (Temporary) Maternity Cover from as soon as possible**

<b>Line Manager:</b>	<b>Cook/ Manager</b>
<b>Salary:</b>	Scale B, Points 7-9 of the Old Buckenham High School Support Staff Salary Scale: <b>FTE</b> £16,495 - £16,755 per annum <b>Pro Rata</b> £7,871 - £8,172 per annum

#### **THE POST**

Old Buckenham High School is seeking to appoint a Catering Assistant (Maternity Cover) to support the work of the catering team to produce healthy and nutritious meals for students and staff.

Old Buckenham High School is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six month probationary period.

#### **PERSON SPECIFICATION**

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Catering Assistant are:

- Accuracy and attention to detail;
- A flexible approach to work;
- Ability to work to predetermined instructions;
- Ability to work as part of a team or alone as necessary;
- Reliability and punctuality;
- Ability to keep calm under pressure or during unexpected circumstances;
- Common sense and initiative.

The qualifications and previous experience required for an Catering Assistant are:

- Previous experience is not essential as full training will be given;
- No formal qualifications are required.

## JOB SPECIFICATION

### General Responsibilities

The Catering Assistant (Maternity Cover) will support the work of the catering team to produce healthy and nutritious meals for students and staff. The post-holder will be required to comply with the Old Buckenham High School Code of Conduct for Staff and Volunteers.

Old Buckenham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder shall participate in the School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### Specific Responsibilities

- Wash manually or with the aid of a dishwasher, all crockery and utensils used in the preparation and consumption of all meals and snacks;
- Clean all large pieces of equipment as required, e.g. gas burners, stove tops, ovens, food mixers, potato peeler, dishwasher filters, hot food trolleys, as per cleaning schedule, and sign cleaning sheet when complete;
- Operate tills and cash up;
- Keep stock cupboards clean and tidy when required;
- Keep fridges and freezers clean and tidy when required;
- Carry out special periodic cleaning when required;
- Prepare the dining rooms for meals, this includes filling condiments etc;
- Clear and tidy the dining room after meals;
- Assist the cook/ manager with serving at meal times;
- Prepare and serve the beverages as necessary and to help with simple cooking tasks or prepare a simple meal;
- Transport meals/ beverages to areas of school other than the dining room if required;
- Under the direction of the cook/ manager to supervise aspects of meal preparation for short periods e.g. cakes in oven, items under the grill etc;
- Put kitchen and dining room linen to wash in washing machine. Spin and dry as necessary;
- Carry out after-service check of all kitchen equipment ensuring all equipment is switched off before leaving.

### HOURS OF WORK

Working weeks	Term Time (normally 39 weeks)
Hours per week	21.25
Normal Working Pattern	Mon – Fri 1045-1500hrs
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.

## REMUNERATION

### Salary Details:

- Scale B, Point 9 of the Old Buckenham High School Support Staff Salary Scale:
- **FTE** £16,495 - £16,755 per annum
- **Pro Rata** £7,871 - £8,172 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time Employees (52 weeks/year) is as follows:

Spinal Column Point	Length of continuous service in complete years immediately prior to commencement of leave year		
	Below 5 years	5 or more but less than 10 years	10 years or more
Scale E or below	32 days	37 days	37 days
Scale F - G	33 days	37 days	37 days
Scale H and above	34 days	37 days	38 days

Employees who work 52 weeks, but less than 37 hours per week are allocated a pro-rata holiday entitlement, based on the number of days per week worked and normal working days.

The post holder will be entitled to join the Trust's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire / workwear appropriate to the role and protective clothing will be provided by Old Buckenham High School where appropriate. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Old Buckenham High School employees.

## PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## REVIEW

The Job Description will be reviewed annually as part of Old Buckenham High School Performance Management programme.