

Haslingden High School and Sixth Form

Catering Assistant

APPLICATION PACK



HEADTEACHER: MR R CLARKE (BA HONS)



VACANCY INFORMATION

Catering Assistant

Required ASAP

Grade 2, Point 2

11am – 3pm, Monday-Friday Actual Salary £10,981

Term-time only + 3 inset days

We are currently seeking to appoint a hardworking, committed and enthusiastic individual to work within our in-house catering team. We are looking for someone who enjoys working as part of a team and prides themselves on a high standard of work. A sense of humour, a smile and empathy for young people and colleagues are all essential characteristics needed to be successful in this post. If this sounds like you, we look forward to reading your application.

Further details and an application form are available on our web site: www.haslingdenhigh.com/vacancies

Haslingden High School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

Closing date for applications: Monday 13 January 2025

Interview date: to be confirmed



Haslinden High School and Sixth form

Headteacher: Russell Clarke (BA Hons)



Dear Applicant,

Thank you for your interest in the post of Catering Assistant at Haslingden High School and Sixth Form.

The Governors are seeking to appoint an enthusiastic, skilled and dedicated Catering Assistant to support the school's drive towards 'Achievement for All'. The successful candidate should have experience against the job description accompanied by a successful track record.

Haslingden High School and Sixth Form is a high performing school and has an excellent reputation both locally and beyond. The school is significantly oversubscribed for the 270 places available annually in Year 7. We have wonderful students who are proud to be part of our school; a committed, talented staff and excellent facilities. We can look to the future, however uncertain it currently appears nationally, with confidence. We were inspected by Ofsted in May 2022 and they acknowledged the many significant strengths of the school in what is a very pleasing report, rating it as good.

Our GCSE results have been consistently strong in recent years. Our students performed exceptionally well given the challenges that they have faced and we remain very proud of all we have achieved together as a school community. We have a successful sixth form where students make strong progress and many of them choose to go on to university, the vast majority at their first choice of establishment.

In order for our school to operate in a smooth and effective manner, we know that we need the support of all colleagues and teams. We are very fortunate that our support staff are a highly effective and hardworking team who underpin all the great work that we do.

Haslingden High School and Sixth Form seeks to provide an outstanding holistic education for our students. Whilst achieving fantastic examination results is one of our core aims, our remit is much wider. We endeavour to equip all our students with the skills for further study and the world of work; provide them with the tools to develop their own set of values and beliefs conducive to being a good citizen; and provide an extensive range of extra-curricular activities for students to develop their own interests and aptitudes.

The successful applicant will find caring, friendly and supportive colleagues, committed to providing the very best life chances for all our students. We look forward to receiving your completed application form outlining your skills and experience. The closing date for applications is **Monday 13 January 2025 at 9.00 am** with interview date **to be confirmed**.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory enhanced DBS clearance and references.

Yours sincerely

A handwritten signature in black ink, appearing to be 'R Clarke', written in a cursive style.

Mr R Clarke
Headteacher



OUR SCHOOL AIMS

Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century

We strive to:

- **Create successful learners**, who achieve the best possible qualifications, alongside equipping them with the skills and motivation to overcome future challenges
- **Ensure all students experience an exciting, ambitious and inclusive curriculum** that is well-planned, broad, diverse and expertly delivered. Our curriculum will inspire and motivate all students to want to know and remember more, allowing them to become lifelong learners
- **Provide access to a wide range of opportunities** and experiences beyond the taught curriculum, enabling all our students to leave our school with high aspirations
- **Work in partnership to offer a personalised approach to care, guidance and support** that will ensure all students feel and know how to keep themselves safe and happy. Students' physical, mental and emotional wellbeing is at the forefront of everything we do, empowering them to make informed choices
- **Guide students, helping them to become kind, resilient and ethical individuals** who will make a positive contribution to their local community and beyond. They will embrace change and leave as well-rounded individuals with a strong set of values and beliefs

JOB DESCRIPTION



POST TITLE:	Catering Assistant
GRADE:	Grade 2
CAR USER:	No
LOCATION:	Haslingden High School & Sixth Form
RESPONSIBLE TO:	Catering Manager
STAFF RESPONSIBLE FOR:	None
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>Under the direction and instruction of the Catering Manager, the jobholder will assist with the preparation, delivery and serving of food and drink. This may include the preparation of ingredients and cooking of meals in accordance with recipes, menus or production plans, the organisation of the serving of food, the laying of tables, the setting-up and clearance of service and dining areas, general cleaning and washing-up duties and the storage of deliveries. The jobholder may also operate a till, cash register or similar. The jobholder may also undertake clerical duties associated with record keeping and stock control.</p>	
MAIN ACTIVITIES	<p>What the Postholder will actually do What prescribed duties the postholder will have</p>
<p>Accountabilities/Responsibilities:</p> <ol style="list-style-type: none"> To prepare the dining area for service which may include moving and/or setting up furniture and trolleys, cleaning and putting away. To prepare the service area, hot cupboards and other equipment as instructed. To assist in the preparation, cooking and serving of food and beverages and operate a till as instructed. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment. To assist with deliveries if required. To clean catering areas to regulated standards as directed. To undertake on and off the job training sessions as required by the school. To inform the Catering Manager of any defects in equipment or premises. To undertake any other duties that may be required for the effective operation of the catering establishment, and to work flexibly across the different catering functions. To wear the uniform provided, ensuring it is clean and tidy and observe hygiene standards at all times. To attend meetings and training sessions as required. To be responsible for the health and safety of themselves and others. To act as a first aider if required (training provided). To work within school policies and procedures. 	

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures;
- To participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



Catering Assistant

	Essential	Desirable
Application form and/or letter		
Knowledge, experience and abilities:		
<input type="checkbox"/> Food Hygiene Certificate		✓
<input type="checkbox"/> Customer care experience		✓
<input type="checkbox"/> Experience of working in the Catering industry		✓
<input type="checkbox"/> Food Preparation skills		✓
<input type="checkbox"/> Good standard of personal hygiene	✓	
<input type="checkbox"/> Able to work under pressure and use own initiative	✓	
<input type="checkbox"/> Able to meet deadlines	✓	
<input type="checkbox"/> Able to work flexibly as part of a team	✓	
<input type="checkbox"/> Positive approach to customer care and service delivery	✓	
Interview and/or letter		
Other (including special requirements)		
<input type="checkbox"/> Contribute to “achievement for all” by being a champion for the 5 school aims	✓	
<input type="checkbox"/> Commitment to safeguarding and protecting the welfare of children and young people	✓	
<input type="checkbox"/> Commitment to equality and diversity	✓	
<input type="checkbox"/> Commitment to health and safety	✓	
<input type="checkbox"/> Satisfactory attendance record/commitment to regular attendance at work	✓	
<input type="checkbox"/> Commitment to undertaking in-service development	✓	
Application form		
<input type="checkbox"/> The application form should be fully completed and accurate	✓	

WELLBEING & MENTAL HEALTH

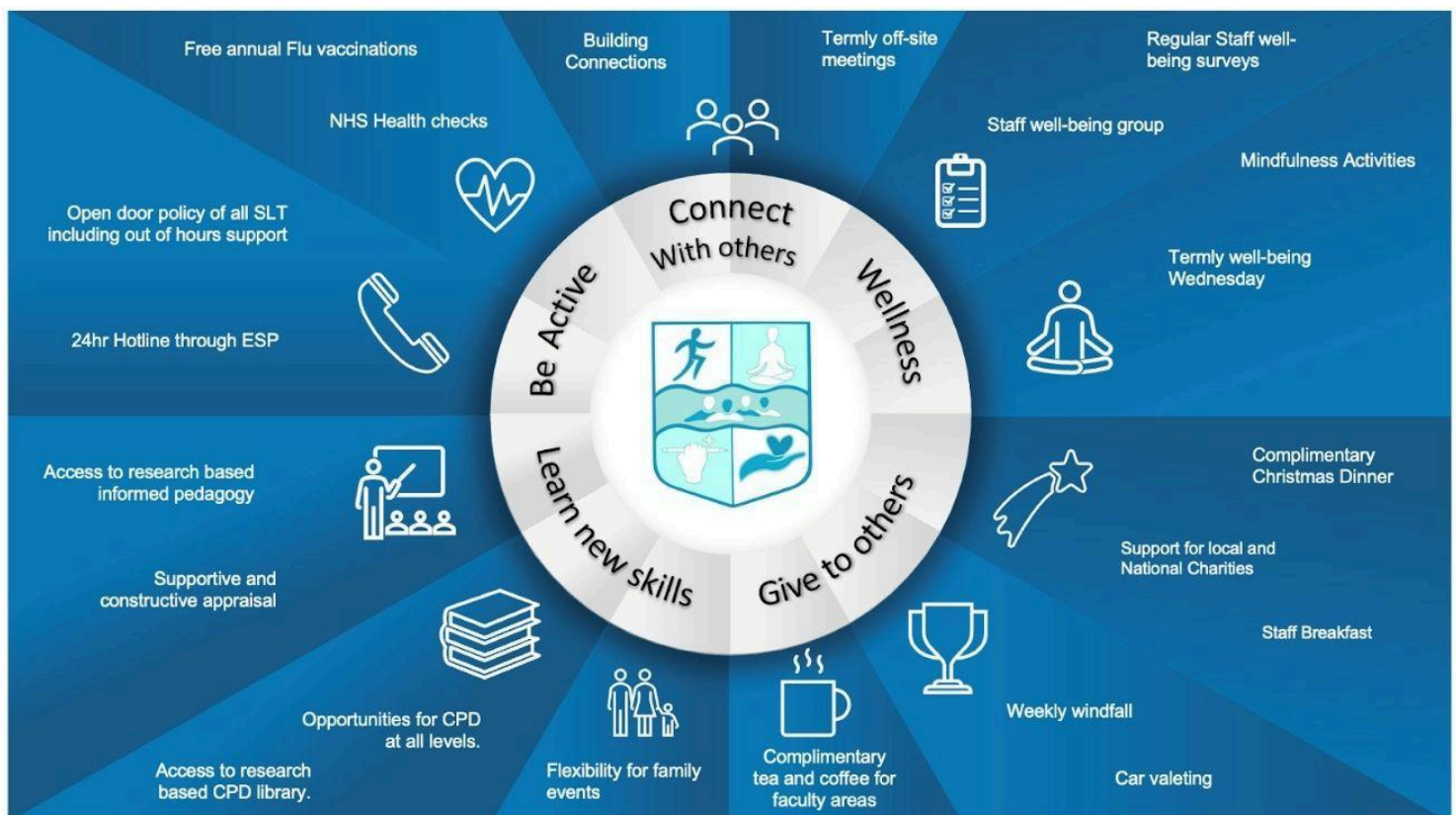
OUR SCHOOL COMMUNITY STRATEGY



At Haslingden High School and Sixth Form we are committed to supporting the mental health and wellbeing of our students and staff through our proactive approach in advocating positive mental health.

Our long term strategy:

- Prioritise staff mental health
- Support staff to take responsibility for their own and others wellbeing
- Give leaders access to the tools and resources to support wellbeing
- Revisit the communications policy
- Ensure staff have a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create a good behaviour culture
- Support staff to progress in their careers
- Protect leaders' wellbeing and mental health
- Hold ourselves accountable for measuring staff wellbeing through the Positive Workplace Survey



"Haslingden High School continues to be a 'good' school"



Ofsted report 2022

"Pupils behave well...they are keen to learn"

"Staff provide a wide range of enrichment activities"

"Pupils told inspectors that they feel safe...Pupils enjoy strong relationships with one another and with staff"

'Leaders, governors and staff have high expectations of what pupils and students should achieve'

"There is a strong safeguarding culture throughout the school"

"Pupils and students in the sixth form are proud to be part of Haslingden High School and Sixth Form. Pupils told inspectors that this is because it is friendly and welcoming. They enjoy coming to school."



Useful Information

Thank you for your interest in joining our incredible team of staff here at Haslingden High School and Sixth Form.

Application forms can be found at the bottom of the [vacancies section](#) of our website.

Please email your application to applications@haslingdenhigh.com

If you have any questions, please do not hesitate to get in touch.



Haslingden High School and Sixth Form

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www.haslingdenhigh.com



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