



Catering Assistant

25 Hours per week, Term Time Only + Training Days

Actual working hours 9.15am – 2.30 pm

Salary £10,200.72 per annum (Pay award pending)

Recruitment Information Pack

Immanuel College

Idle, Bradford BD10 9AQ

Contents

Welcome	3
Our Goals and Values	4
About BDAT	5
Application Process	6
Job Description	7
Person Specification	10

Dear applicant,

Thank you for taking an interest in joining our incredible team here at Immanuel College. This is an exciting time to join us as we continue to grow and make progress on our journey towards being an outstanding provider of education in West Yorkshire and beyond.

We are a thriving and successful 11-18 Church of England school, a member of the Bradford Diocesan Academies Trust since 2016, serving the communities on the northern border between Leeds and Bradford.

Our Christian ethos, built upon foundations of perseverance, character and home, is very important to us as it means that our students will develop in a caring environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirmed we are an Outstanding Church school that is outstanding at meeting the needs of all learners. Joining Bradford Diocesan Academy Trust has offered a wide range of opportunities for colleagues to work with, and to support, colleagues across the entire Trust.

In 2019, Ofsted judged us to be a 'Good' school, which has *'established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.'* Our students make excellent progress and our GCSE and A Level results are good, with outstanding results in many subjects. We have a thriving and inclusive Post 16 provision and are proud of the successes of all our students, many of whom move onto higher education, including Russell group universities.

Our next goal at Immanuel College is to become an Ofsted Outstanding school. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with an extremely talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy, drive and a passion for developing the potential of every student.

We offer a comprehensive and personalised CPD programme, consisting of internal and external courses and training, which are intended to develop teacher and support staff expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' for all of our students and staff.

If you share our enthusiasm for learning and improving the opportunities for young people, then please do not hesitate to get in touch.

I look forward to meeting you and reading your application.

Best wishes

Sean Pickles, Headteacher

Immanuel College Our Goals and Values

Immanuel College is founded on a Christian ethos with a strong aim of working cohesively in the best interests of our students. We are proud of being a fully inclusive school where we celebrate the diversity of our staff and students truly encompassing the view that we are all God's children. This is reflected in our vision:

"A whole school - a family of students, teachers, parents, carers, governors and the Church that puts our students' academic and personal development at the heart of all we do."

Our goal is to continue to be a successful school, by any measure, because we set high standards and we aim for excellence. We value our past but look to invest in our future to leave the school even stronger than when we joined it.

We will achieve the three pillars of our vision by living and breathing a common set of behaviours.

1. One School – The Immanuel Family

We are one school, a collective team that aims to bring the best of Immanuel to our students, recognising them as individuals. We create an enjoyable environment to learn and grow. Sharing and teamwork will be natural. We will:

- aim to get the best from our students
- be agile and flexible
- share knowledge and bring fresh insights
- always act in the interest of the whole school

2. A Place of Learning and Development

Our students and staff will relish their time and experience at Immanuel College. We have talented, enterprising and intellectually curious people who will use their knowledge and skills to achieve success. It is this purpose that enables us to attract, develop and excite students, staff and indeed all our stakeholders. We will:

- be positive and energise others
- invest in personal relationships
- listen with interest and curiosity, encouraging diverse views
- have a thirst for learning and developing others

3. Do the Right Thing

We take pride in all we do and do it with integrity, confidence and humility. We support one another and our communities. We have the courage to express our views. We will:

- put ourselves in each other's shoes
- never be satisfied with second best
- treat people in a way we would like to be treated
- always be brave enough to challenge the unacceptable
- act with integrity and enhance our reputation

We must all accept personal responsibility to play our part in driving our school, demonstrating these values and behaviours - opting out is not acceptable. Put simply, this is how we define success.

'You are all children of God There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus.' (Galatians 3:26-28)

About BDAT

Immanuel College is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

BDAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of February 2021, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. For more information on BDAT, visit www.bdat-academies.org.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Application Process

The closing date for all applications is 12 noon on Wednesday 13th October 2021.

Completed applications must be returned to Katie Green at Immanuel College ideally by email to katie.green@immanuel.bradford.sch.uk

Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

All applications will be acknowledged within 24hrs. Should you fail to receive a confirmation, please call 01274 659827.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need any further information please contact Katie Green on 01274 659827 or email katie.green@immanuel.bradford.sch.uk



Job Description

POST TITLE: Catering Assistant

REPORTING TO: Catering Manager

The following information is furnished to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

KEY OBJECTIVES OF THE POST:

- To work closely with the Catering Partner in order to maximise sales, whilst ensuring that the highest standards of service are provided for students and staff alike
- Basic food preparation, general catering duties
- Customer service
- Till operation in accordance with academy procedures
- Cleaning of all areas within the business both front and back of house
- The carrying out of hygiene, health and safety policies and practices and COSHH regulations in line with the contractors documented schedules and due diligence practices
- Transportation of goods to satellite areas within the academy

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

No direct supervision over other members of staff.

SUPERVISION AND GUIDANCE:

Responsible to the Catering Manager, referring complex problems for guidance but expected to work with minimal supervision and be proactive.

RANGE OF DECISION TAKING:

Expected to exercise some personal judgement and discretion within established school policies and practices. To interpret guidelines and to ensure accuracy and consistency of information.

RANGE OF DUTIES:

- Basic food preparation from salads, sandwiches and cooking of hot food etc. in accordance with academy procedures.
- Liaise with students and staff alike in all aspects of the service and a maintenance of excellent customer service and care.
- To maintain academy property and equipment to a safe standard and that all defects are reported to your line manager.
- Fixture and fittings to be cleaned in accordance with cleaning schedules.
- Transportation of goods to other areas within the academy and stocking of fridges etc.
- Ensure that all required health and safety and food safety procedures are followed as per standard practices.
- Carry out duties and responsibilities as instructed by the Chef/Manager to meet the changing needs of the academy.
- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To contribute to the overall ethos and aims of the academy.
- To participate in professional and personal development programmes as required, including training and performance review.
- To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
- To be aware of, and comply with all academy policies and procedures including health & safety; security; confidentiality; equality and data protection, reporting all concerns to an appropriate member of senior leadership team.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

NOTE

1. As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Personnel Specification

Attribute	Essential	Desirable	How identified
Qualifications	Good level of general education	Formal catering qualifications NVQ 1 or equivalent. Food Hygiene qualification	Application form
Experience	No formal training is required as on the job training will be provided.	Experience of working in a commercial catering operation Experience of working with children	Application form. Interview
Special Knowledge	Knowledge of basic food preparation Ability to understand oral instructions Knowledge, understanding and commitment to safeguarding and promoting welfare of students Ability to read and write in English	Awareness of requirements under Health & Safety regulations. Experience of till operation at any level Basic numeracy skills	Interview
Disposition/attitude	Reliable, dependable and calm in difficult circumstances Able to relate to children and Staff Able to work on own initiative with a commitment to maintaining the kitchen in a safe, clean, tidy and hygienic condition Willing to undertake any relevant training		Application
Practical & intellectual skills	Able to communicate effectively in English Able to read and write English Basic numeracy skills		Application Interview

Attribute	Essential	Desirable	How identified
Training	Willing to undertake training in relevant areas	Relevant catering training Relevant safeguarding training	Application form Interview
Personal circumstances	Able to perform normal duties Able to keep to working hours of the post. Will not require leave of absence during term time (save for sickness or compassionate leave). Legally entitled to work in the UK (Asylum and Immigration Act 1996)		Interview
Physical and sensory	Job requires normal physical effort with occasional physical effort sometimes in awkward positions. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010		Interview References

This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.