



# ALLEYN COURT PREPARATORY SCHOOL

## Job Description

### Catering Assistant

*Childhood at its best is an exciting and wondrous adventure where learning is present at every opportunity.*

*We aim to make it so.*

Alley Court Preparatory School is non-selective and educates children from 2½ - 11yrs old. We have an average of 18 children per class and operate two forms of entry. We have a Pre-Preparatory School on Wakering Road, Southend on sea.

There are approximately 305 pupils and 75 staff. The Pre-prep follows a Montessori format. From Yr1-6 children are increasingly taught by specialist teachers, making the most of the school resources and staff expertise. This prepares children very effectively for transition to their secondary school of choice.

*Alley Court Preparatory School aims to:*

- provide a first-class education through an environment that promotes curiosity, creativity, wonder and a love of learning;
- use a broad, rich and stimulating curriculum to inspire each child to attain the highest levels of academic, physical, artistic, and social endeavour, through understanding that sustained effort, reflection and diligence will always enhance results;
- ensure children are best prepared for whatever expectations they encounter when they move to their chosen secondary education;
- instil a passion to pursue dreams to fruition and the skills to contribute to a world of rapidly changing opportunities and technologies.

REPORTS TO: Catering Manager

## Areas of Responsibility and Key Tasks

### MAIN PURPOSE:

1. To assist in the preparation, cooking and serving of meals with the school.

### MAIN RESPONSIBILITIES AND TASKS

1. Ensure the food safety of all pupils and those with special dietary requirements.
2. Erecting and putting away tables and chairs in the hall at the start and end of the lunch break.
3. The cleaning of tables and chairs at the end of lunch service.
4. The cleaning of the hall area at the end of each lunch service, ensuring that the flooring is suitably clean for use by children.
5. Serve pupils, staff and visitors at service time to the required standard and promote a warm, friendly atmosphere.



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6. Supervise and look after pupils in the dining area, ensuring good order and discipline in accordance with School policies.
7. Assist in the production and service of special functions, as required
8. Carry out such other duties as may be allocated from time to time up to or at a level consistent with the principle duties and responsibilities of the role.
9. Report all defects/hazards immediately to the Catering Manager or Site Manager.
10. Assist in the preparation of foodstuffs and basic cooking duties if required and directed by the Catering Manager.

## Health & Safety

11. Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
12. Maintain the highest levels of cleanliness and hygiene within the kitchen and hall areas
13. and ensure that the cleaning schedule is completed on a daily basis.
14. Carry out deep cleaning duties as directed by the Catering Manager.
15. Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health & safety, and food hygiene requirements, and ensure that these are observed by all members of staff and visitors.
16. To understand and work within the School's Food Policy and Catering & Food Hygiene Policy.
17. Maintain a high standard of personal cleanliness and hygiene.
18. To maintain an accredited Food Hygiene Certificate, the cost of requalification will be met by the school, when expired.

## ADDITIONAL RESPONSIBILITIES AND TASKS

19. To attend any relevant INSETs or training sessions held by the school.
  20. To be aware of and in support of the School Development Plan and the aims and ethos of the school. To promote the school positively at all times, supporting what Alley Court stands for.
  21. To follow School procedures and policies, as detailed in the staff handbook and that may be given by members of the SLT from time to time.
  22. To be attentive to the safety of all pupils at all times and to consider, through risk assessment if appropriate, strategic measures to safeguard their well being.
  23. To undertake cover for absent colleagues on request.
  24. To support and assist other colleagues where possible and generally contribute to a harmonious and collegial common room and work environment.
  25. To be vigilant in protecting the welfare and safety of children and share concerns with the designated Child Protection Officer (the Head). To challenge others who do not show similar commitment.
  26. To attend whole school events, as required.
  27. To complete required training within specified period as directed by the Catering Manager.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Bursar to carry out appropriate duties within the context of the job, skills and grade.

## SUCCESS CRITERIA:



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1. Food preparation and service are delivered to a high level.
2. Areas are cleaned and maintained to a high level.
3. To help to provide a clean and safe eating environment for the pupils.
4. To help provide a clean and safe eating environment for the staff.
5. You contribute significantly to ensuring the aims and ethos of the school are fulfilled.
6. You establish a reputation for being a fine example of all that is best.
7. The cost effective utilisation of school resources.
8. Information is shared sensitively with parents and SLT as and when required.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*

*This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.*

*This job description should be read in conjunction with the Staff Handbook and other policy documents available through the school intranet.*

*It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.*

*This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.*



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## Person Specification

### Catering Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<p>Evidence of sustained professional development.</p> <p>Evidence of a broad academic foundation at GCSE/O'Levels.</p>	<p>To hold a current food hygiene qualification</p> <p>Maths and English GCSE/O'Levels</p> <p>To skill-based qualifications within hospitality &amp; catering.</p> <p>Full UK driving licence and be mobile (have own transport).</p>
<b>Experience</b>	<p>To have knowledge of Health and Safety practices, as it relates to the various aspects of the role of a Catering Assistant.</p> <p>To have a knowledge and understanding of COSHH practices &amp; procedures.</p> <p>Experience of working independently and as a part of a team.</p>	<p>To have previously worked within a catering/hospitality work environment.</p> <p>To have worked in a school or other organisation in a catering/hospitality area.</p>
<b>Skills</b>	<p>Ability to carry out general food production and service tasks and cleaning tasks.</p> <p>The ability to use machinery and equipment within guidelines and safe systems of work.</p> <p>Good command of spoken Standard English</p> <p>Commitment to working as part of a team.</p>	<p>Commitment to own professional development</p> <p>Understanding of and commitment to partnership working and communication</p> <p>ICT literate; Sound organisational skills</p>



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	<p>Ability to use own initiative and manage own work programme in a multi-site environment.</p> <p>Ability to build effective professional relationships</p> <p>Ability to communicate well and establish firm and consistent boundaries.</p>	
<p><b>Personal Attributes</b></p>	<p>Able to establish good relationships with adults and children and adhere to safeguarding regulations.</p> <p>Good verbal and written communication skills.</p> <p>Self-motivated, resilient, enthusiastic.</p> <p>Ability to demonstrate commitment.</p> <p>Punctual and well-prepared for the events of the day ahead</p> <p>Confident and able to command respect from pupils and others.</p> <p>Ability to work successfully both independently and as part of a team.</p> <p>Good judgement and knowing when to seek advice or support.</p> <p>Ability to work outside normal working hours, if required.</p>	<p>A personal enjoyment of learning new skills and taking part in new experiences.</p> <p>Enthusiastic about working with children, your work department and the wider life of the school</p>



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	<p>A good sense of humour</p> <p>Resourceful, resilient, responsible, reflective, respectful</p> <p>Calm under pressure</p> <p>Trustworthy</p> <p>Smart presentation and good personal hygiene</p> <p>Willing and capable to engage with the school's ethos and mission statement.</p> <p>Be an example of good practice reflecting the policies of the school.</p>	
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Alley Court Preparatory School is committed to safeguarding and promoting the welfare of children and staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.