



***'Learning For Life'***

## **RECRUITMENT PACK**



# **Catering Assistant**

**Required for September 2022**

**Deadline for applications: 09:00 hrs, Tuesday 12 July 2022**

**Headteacher: David Pover**

**The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ**

**Tel: 01425 652039 Fax: 01425 656625**

**Email: [burgate@burgate.hants.sch.uk](mailto:burgate@burgate.hants.sch.uk)**

**Website: [www.theburgate.com](http://www.theburgate.com)**



Dear Prospective Applicant

I am delighted that you are interested in applying for this post at The Burgate School and Sixth Form. The Burgate is a school that expects both staff and students to strive to do their very best united by a common belief that everyone's learning journey should be exciting, enjoyable, and individual. Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website which will give you a greater understanding of what we believe is a happy, caring, and successful school. I hope both our website and this recruitment pack will give you a better understanding of The Burgate School and Sixth Form and the way we work.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

**Mr David Pover**  
**Headteacher**

## **Catering Assistant: The Role**

Come and join our team. We are looking for an enthusiastic Catering Assistant to join our busy team preparing and serving freshly prepared healthy, nutritious school meals. Our Catering Assistants work term time, during school hours.

It's a rewarding job, and we'll give you all the training you need to succeed. You'll need to enjoy being part of a team and be able to cope in a busy environment. If you have experience of working in a catering environment that would be an advantage, but it's not essential.

If you are a team player with a flexible approach and a positive, can-do attitude, we would like to hear from you. If you would like an informal conversation about the post in advance of applying, please email Mrs Colette Gale, Catering Manager, at [cgale@burgate.hants.sch.uk](mailto:cgale@burgate.hants.sch.uk)

**Hours per week:** 15 hours

**Weeks per year:** 44.20 weeks

**Salary:** £18,333 - £18,516 (FTE) dependent on experience

**Contract:** Permanent

**Closing date for applications:** 09:00 hrs, Tuesday 12 July 2022

## How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, Headteacher's PA at [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk)

### Application Form

To apply for the role, please complete and submit the school's Support Staff application form which can be downloaded from the vacancies page on the school's website, or a paper copy can be requested. Completed applications forms should be emailed to Miss Sarah Hewett, Headteacher's PA, at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk). All applications should be received by the deadline, 09:00 hrs on Tuesday 12 July 2022. Only applications submitted via an application form will be considered. CVs will not be accepted.

### Disclaimer

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

### Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

### Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, candidates may be required to complete a task or exercise relating to point(s) of the job description and criterion/criteria of the person specification. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, e.g. valid passport or driving licence to provide proof of identity and, if relevant to the role, evidence of all academic and professional qualifications disclosed on their application form. Full details will be sent to candidates alongside their formal invite to interview.

### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

## **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

### **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

The Burgate School and Sixth Form provides high quality comprehensive education for children aged between 11 and 18 and wants every student to enjoy their learning and feel valued for who they are.

We are a school and sixth form with over 1060 students on roll. The school has an excellent record of academic success at all key stages. We enjoy an excellent reputation for our high standards and students, parents, staff, and members of the wider community are justifiably proud of the school's success.

We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought. Our wide range of subjects at GCSE and A Level are delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established performance management scheme. Induction and in-service training are provided for all staff and there is a special internally run programme for ECTs and another for RQTs, as well as access to a wide range of CPD through our Teaching School alliances and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a very committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education.

The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

## JOB DESCRIPTION

**Title:** CATERING ASSISTANT  
**Line Manager:** Catering Manager  
**Team:** Catering

**Impact Statement:** To provide catering support in the preparation, cooking and serving of food and beverages; to engage and guide students to make positive healthy lifestyle choices.

## CORE RESPONSIBILITIES

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure and valued

## KEY RESPONSIBILITIES

- Assist in the preparation, cooking and serving of food and beverages in line with the daily menus and batch baking
- Prepare the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service.
- Prepare and work the service area, hot plates and other equipment as instructed.
- Wash, clean and care for all equipment in the kitchen and dining areas to regulated standards
- Support and engage with students to make healthy food choices and be aware of specific dietary needs
- Adhere to the highest standards of cook-safe management and undertake additional training as required.
- Cooperate with the team regarding the compliance with all food safety legislation, health and safety legislation, rules, and regulations.
- Undertake any other duties that may be required for the effective operation of the catering team.

You may also be asked to carry out any other duties reasonably requested by the Leadership Team

## SPECIFIC RESPONSIBILITIES

None

## Desired Skills/Knowledge and Abilities

Relevant food hygiene and training qualifications desirable but not essential/Excellent customer service skills/ Flexibility/Ability to work well within a team/Great organisational skills/Ability to maintain calmness under pressure.

## Catering Assistant: Person Specification

<b>Qualifications, Training &amp; Experience</b>	Essential	Desirable
Good level of education to at least GCSE standards or equivalent	X	
A commitment to professional development	X	
Previous experience of working with children		X

<b>Skills and Attributes</b>	Essential	Desirable
Ability to relate well to children.	X	
Assist children on an individual basis, but also work as a member of a team.	X	
Work with guidance but also under limited supervision.	X	
Liaise and communicate effectively with others.	X	
Demonstrate good organisational skills.	X	
Be prepared to develop and learn in the role.	X	
Willingness to undertake first aid training/catering training	X	

<b>Personal Qualities</b>	Essential	Desirable
Proactive and optimistic approach	X	
Have a good record of punctuality and attendance	X	
Ability to ensure necessary records are completed accurately	X	
Excellent communication skills and a sense of humour.	X	
Model and present a positive image of the school	X	
Smart appearance	X	
Strong team player	X	
High level of honesty and integrity	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	