



Education
Partnership
Trust

High Expectations • Commitment • Ambition

Candidate Information Pack

Catering Server

Eden School



A message from the Headteacher

"The school's expectations for pupil behaviour is high. Staff feel well supported by leaders. Across the curriculum, teachers promote a love of reading." **Ofsted - 2018**

Thank you for expressing an interest in the position of Catering Server at Eden School

Eden is a thriving, ambitious community that places the best interests of young people at the heart of everything we do. We are a small SEMH school, part of Education Partnership Trust (EPT), serving the community of Blackburn and the surrounding areas. As an established, successful school we have grown in size and popularity, with demand for places resulting in the school being oversubscribed. We have a fantastic student cohort and dedicated staff that thrive on a culture of high expectations.

We aim high at Eden and expect high standards of behaviour and academic effort. Every student is encouraged to have ambitious goals and is responsible for creating a culture of high expectations and academic excellence. We support our students to become conscientious, high-achieving individuals, who are able to discover their talents and passions through the opportunities we provide. Our ethos revolves around ensuring that we provide the very best educational experiences and opportunities, both in and out of the classroom environment.

We are proud of our achievements at Eden, our aspirational and exciting curriculum, our examination success, our ambitious opportunities for pupils' personal development, our charity work and our community involvement. We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

To apply for this post, please follow the instructions on the 'Vacancies' page on our website. For visits to the school or any other information, please contact daniel.jones@edenschool.org.uk



J. Ashworth, Headteacher



**Education
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Trust**



I am delighted that you are considering a role within the EPT.

The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

Wishing you all the best with your application.



Sharon Roscoe
Chief Executive

Our Vision

Creating outstanding schools which transform learning, lives and communities

Our Values

High Expectations

of ourselves, our pupils and our school community

Commitment

we are dedicated to raising standards and improving opportunities

Ambition

we constantly strive to improve by setting ourselves challenging goals

Job Advertisement

Catering Server

Hours:	10 hours per week
Weeks Worked:	Term Time Only – 38 weeks
Start Date:	ASAP
Salary:	£4,691

We are seeking to appoint a catering server to assist the Catering Manager in delivering high quality and nutritious meals to our students. You will work two hours per day over lunch time and term time only (38 weeks per year). The pro rata salary for this role is from £4,691 to £4,820 per annum.

What are the job requirements?

- Basic food hygiene certificate or willing to work obtain
- Experience of working in a team
- Experience in using general catering equipment safely and correctly
- Providing excellent customer service
- Dealing with young people
- Excellent verbal communication skills
- Flexible approach to changing work tasks
- Good Attendance Record

Amongst the many benefits of working within the Trust you will receive:

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust

- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

Closing date: 13/10/23

Interview date: 18/10/23

Safeguarding

The Education Partnership Trust is committed to safeguarding its children; therefore, an enhanced DBS clearance will be undertaken for the successful applicant(s). The Trust (and its schools) are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team HR@ept-uk.com

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

Job Description

Catering Server

Reports to: Catering Manager

Grade: SCP 1 - 3

Job Purpose

- Assisting in the provision of a high-quality catering service to meet the school's needs
- Carrying out duties as directed by the Catering Manager meeting the required standards at all times
- Maintaining high standards of food hygiene in the kitchen and surrounding areas

Key Responsibilities and Accountabilities

- Serving food in an efficient and friendly manner and operate the cashless catering till
- Assisting in the provision a high-quality catering service, promoting a professional image whilst being responsive to the needs of a growing school
- Carry out duties as directed by the Catering Manager meeting the required standards at all times
- Setting up the dining area ready for breaks and dinner service
- Stocking display fridges and secondary service areas with drinks, pre-packed and prepared food items
- Ensuring all catering equipment is ready at serving areas ready for service
- Assisting with all cleaning tasks (including dining tables and dining hall floor) as directed by the Catering Manager
- Operate the catering till system, handling cash and credit transactions
- Maintain high standards of food hygiene in the kitchen and surrounding areas at all times
- Assist with the day-to-day cleaning of equipment and report any faults or problems to the Catering Supervisor whilst maintaining particular regard for Health and Safety of self and others
- Maintain confidentiality of information acquired in the course of undertaking duties for the school
- Be responsible for your own continuing self-development undertaking training as appropriate
- Undertake other duties appropriate to the post as required

Note

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

Person Specification

Catering Server

Reports to: Catering Manager

Grade: SCP 1 - 3

No	Categories	Essential / Desirable	App Form	Interview
QUALIFICATIONS				
1.	Education to GCSE Standard	E		
2.	Basic food hygiene certificate or willing to work to obtain	E		
EXPERIENCE & SKILLS				
3.	Experience of working in a team	E		
4.	Work within a large catering operation (e.g. school, factory, restaurants)	D		
5.	Experience of working with food showing exemplary hygiene standards	E		
6.	Experience in using general catering equipment safely and correctly	D		
7.	Providing excellent customer service	E		
8.	Up-to-date knowledge of Health & Safety, Environmental Health and Food Standards Agency requirements	D		
9.	Dealing with young people	E		
10.	Excellent verbal communication skills	E		
MOTIVATION & PERSONAL SKILLS				
11.	Willing to develop knowledge and experience	E		
12.	Flexible approach to changing work tasks	E		
13.	Good Attendance Record	E		
14.	Able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995	E		



Contact

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An Education Partnership Trust School