



Framwellgate School Durham

Catering Assistant

Candidate Information Pack

**Salary – £17,364 - £17,711 per annum FTE
16 hours per week; term time only; temporary until 31
December 2020
Pro rata to weeks and hours worked: £6,498-£6,628**

About the school

Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are approximately 1250 students on roll including 130 in the Sixth Form. Our roll is projected to increase by a further 50-60 in September 2020 (by which time we will be oversubscribed), and within the next two years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

Aims and ethos

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement (below) which emphasises compassion and kindness and places the well-being



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and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018.

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Our school promotes academic excellence and embraces the shared values of honesty, integrity, respect and compassion. We want our students to be ambitious, kind, resilient and hardworking, and have a genuine passion for learning. We want them to change the world with the knowledge, skills and confidence they have learned here; to champion fairness, have friendships for life, and pride in our school. Above all, we want our students to be happy.

Job Description: Catering Assistant

Job Title	Catering Assistant
Grade	FSD1 (SCP 1-2)
Salary	£17,364-17,711 -£pa pro rata to weeks and hours worked (£6,498 - £6,628) (temporary until 31 December 2020)
Hours of Duty	16 hours per week
Postholder	Vacancy
Responsible to:	Catering Manager
Principal function	To work individually or as part of a team to assist in the provision of an efficient and effective catering service in accordance with DfE and Healthy Eating guidance.
Main areas of responsibility	<p>Operational</p> <ul style="list-style-type: none"> To assist in the preparation, cooking, presentation and serving of meals and snacks. To comply with food hygiene and Health and Safety regulations. To maintain a high standard of personal and kitchen hygiene. To carry out and record equipment and appliance checks as required. To carry out and record temperature testing as required. To report any faults with equipment and appliances to the Catering Manager. To prepare the dining area prior to and after service, which may include the moving and/or setting up of furniture, trolleys and equipment. To inform the Catering Manager of stock levels and requirements. To assist in the preparation and cooking of food to the highest standard. To serve all food and beverages during service times having due regard at all times to quality control and quantity. To provide a good standard of customer service to all users of the catering area.



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	<ul style="list-style-type: none"> • To clean crockery, cutlery, heavy duty pans, gastronomes, kitchen appliances, all floor areas within the kitchen. • To comply with the daily cleaning schedule and COSHH safety data sheets • To wear designated PPE to comply with HASAWA <p>Administrative/Financial</p> <ul style="list-style-type: none"> • To act as a till operator and take correct payment for food and/or beverages purchased if required <p>General</p> <ul style="list-style-type: none"> • To keep up to date as required with catering, food hygiene and Health and Safety regulations. • To attend relevant meetings and training sessions when required. • To assist in such duties and activities relating to any of the above areas appropriate to grade as the Head Teacher and Governors shall from time to time reasonably require.
<p>General Responsibilities</p>	<ul style="list-style-type: none"> • All staff are expected to safeguard and promote the welfare of all students with whom they come into contact, and must adhere to the school's Child Protection and Safeguarding Policy. • All staff are expected to carry out their duties with full regard to the school's Behaviour Management and Exclusions Policy, Anti-Bullying Policy, Equality, Diversity & Community Cohesion Policy, Single Equality Scheme and Medical Needs Policy. • All staff must follow the school's Health and Safety Policy. • All staff must comply with all school policies, including the No Smoking Policy.
<p>Additional Information</p>	<ol style="list-style-type: none"> 1. This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying each of them out. 2. The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder. 3. The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.
<p>The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service.</p> <p>Other duties may be allocated from time to time, commensurate with the grade of the post.</p>	

Person Specification: Catering Assistant



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	Essential	Desirable
Qualifications & Experience		<ul style="list-style-type: none">• Catering qualification (certificate(s) to be available at interview.• Catering in a professional capacity• Experience of working in a school or similar establishment• Food Safety Certificate Level 2
Knowledge & Skills	<ul style="list-style-type: none">• Able to communicate effectively with people of all ages and levels• Able to assist in the preparation, cooking and serving of food and beverages• Able to wash kitchen utensils and equipment as required• Able to carry out cleaning duties as required	<ul style="list-style-type: none">• Knowledge of the importance of Health and Safety and Food Hygiene in a catering environment• Promoting the catering service and healthy eating options to its customers• Promoting the catering service and healthy eating options to its customers• Effective numeracy skills
Personal Attributes	<ul style="list-style-type: none">• Able to form good relationships with students, staff and service users• Able to follow direction from Line Manager• Able to work flexibly to meet deadlines and respond to unplanned situations• Evidence of excellent attendance and punctuality record• Commitment to the highest standards of child protection• Recognition of the importance of personal responsibility for Health and Safety• Commitment to the school's ethos, aims and its whole community	

Framwellgate School Durham is committed to the safeguarding of children and young people. An enhanced disclosure from the DBS with barred list check will be required for this post, together with completion of a pre-employment health questionnaire.



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The Application Process

Please complete the Application Form available from www.northeastjobs.org.uk or www.framdurham.com

Guidance on completing the application form:

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to Fiona Thompson at Thompson.f@framdurham.com or posted to Karen Lockerbie at: Framwellgate School Durham, Newton Drive, Durham, DH1 5BQ by **Monday 10th August – 8.30a.m.** All applications will be acknowledged by email. Please DO NOT upload your application form to a website and please note that we do not accept CVs.

Shortlisting and interviews will take place shortly afterwards.