



Abbey Court School

ABBHEY COURT SCHOOL

'We grow people'



CATERING ASSISTANT



June 2019

Dear Applicant

CATERING ASSISTANT

Thank you for responding to our advertisement and requesting further details of this post.

Abbey Court has been rated 'outstanding' by Ofsted at the last three successive inspections.

This information booklet provides details about both the school and the position in question. Please find enclosed:

- ◇ Information about the school and post (including Job Description and Person Specification)
- ◇ Application form

The closing date for applications is 3.30pm on 28 June 2019. Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Disclosure and Barring Service certificate.

(To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Karen Joy
Headteacher



WORKING AS A CATERING ASSISTANT AT ABBEY COURT SCHOOL

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery and Primary School in Cliffe Road, Strood, and Secondary School and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

Visit our website and view our recruitment video at...

<https://www.abbeycourt.medway.sch.uk/1308/working-at-abbey-court-school>

Days and Hours

This is a term time only post (+ 10 days). The position is between 10–23 hours per week (to be confirmed).

A flexible approach to each working day is expected by all postholders.

Salary

The successful candidate will be employed on Medway Scale D2 (£18,426–£21,166 pro rata) .

Holidays

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Qualification/ registration to professional body
- ⇒ Medical clearance
- ⇒ 2 x references

Interviews will take place as soon as possible after the closing date, and the panel and details of interview format will be advised to invited candidates.





School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and *every* member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

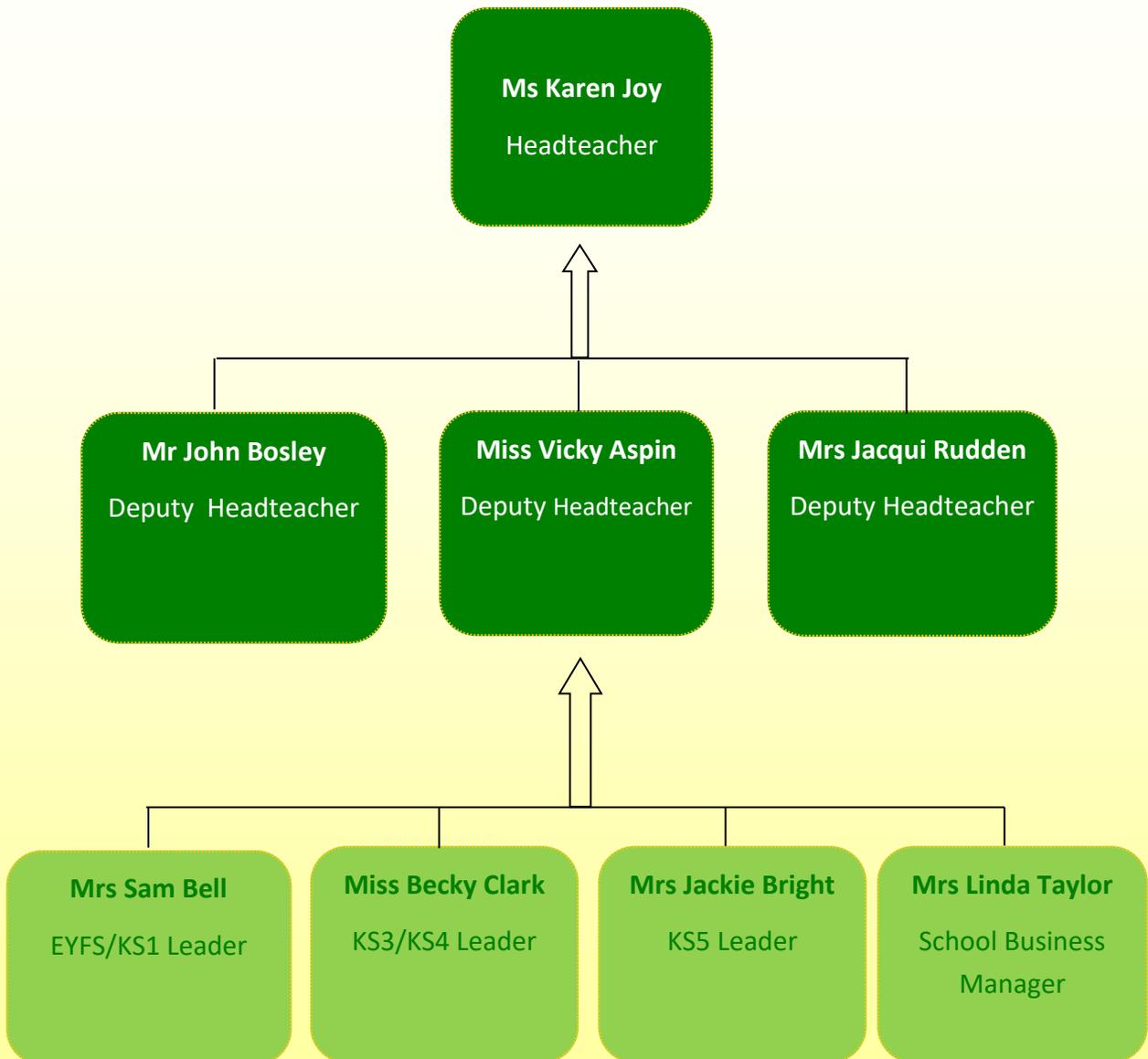
- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



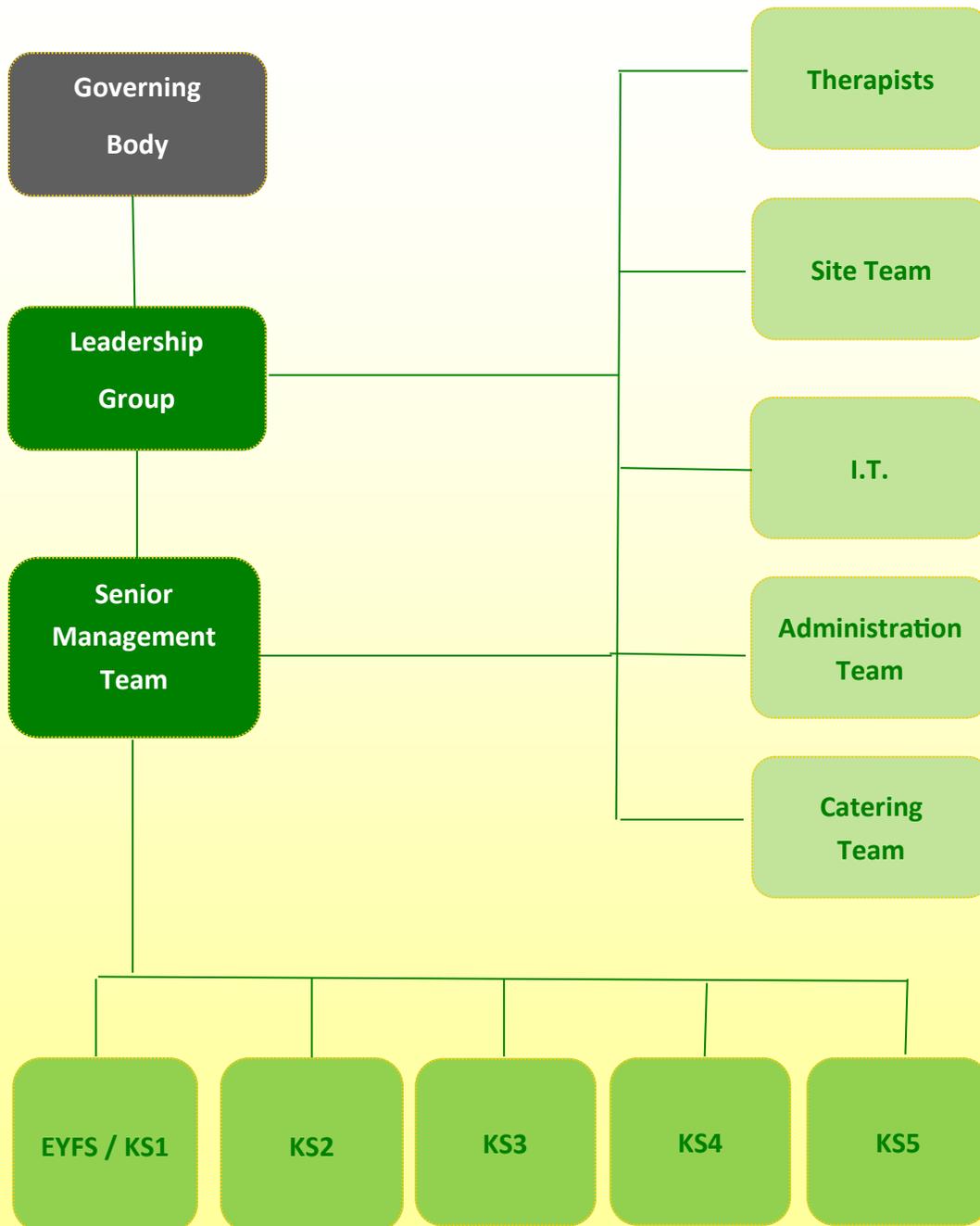
ADDITIONAL INFORMATION

1. Line Management Structure

Leadership & Senior Management Teams



Whole School



JOB DESCRIPTION

JOB TITLE: CATERING ASSISTANT

HOURS: Weekly contracted hours, 195 days per year, term time only.
Details of working week to be agreed with the Headteacher.

SALARY SCALE: Scale D2 points 4-11 Medway Scale (pro rata)

LOCATION: To work across both school sites (based at one site but subject to periodic review as school organisational needs demand).

REPORTS TO:

1. The Catering Manager for day-to-day supervision and instruction.
2. The Business Manager.
3. The Headteacher, who has overall responsibility for the school and /or her deputies.



GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.



PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To undertake a variety of manual tasks associated with food production and service.
2. Preparation of counters and dining areas for service.
3. Preparation and setting out of condiments.
4. Service of hot and cold food and beverages.
5. Replenishing of counters.
6. Clearing and cleaning counters of debris during and after service.
7. Clearing and cleaning of tables.
8. Being responsible for Health and Safety and Hygiene Regulations within the kitchen and surrounding areas.
9. Demonstrate knowledge and understanding of the Hazard Analysis and Critical Control Points (HACCP) when delivering the meals.
10. Responsibility for the operation of industrial kitchen equipment, and exposure to hot working conditions.
11. To work as part of both kitchen, and whole school, teams.
12. To keep stock of dry goods store and refrigerated cabinets and report to the Catering Manager.



13. To be aware of, and respond to, pupil's likes and dislikes and special dietary requirements. Management of portion control.
14. To initiate and take delivery of goods and supplies.
15. Responsibility for day to day cleaning, and termly low level deep cleaning.
16. To participate in training courses as appropriate to the post.
17. To ensure that hand-over procedures to other kitchen staff are carried out efficiently.
18. To participate in the school Performance Management Scheme
19. To carry out adhoc instruction as directed by the Business Manager.
20. To work in a safe and responsible manner paying attention to all Health & Safety procedures operating within the school.
21. To implement safeguarding policies and procedures at all times.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.



PERSON SPECIFICATION

Qualifications

Essential

- Level 2 in Food Safety or willingness to complete this qualification.

Desirable

- A Health and Safety Training certificate or willingness to complete this qualification.

Experience

Essential

- Demonstrable ability to plan, cook and present suitable meals for children and adults.
- Extensive demonstrable experience of working in a school kitchen environment.
- Demonstrable ability to plan menus to accommodate special dietary needs.
- Demonstrable knowledge and awareness of health and safety issues.
- Ability to maintain clear, accurate records.

Skills

Essential

- Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.
- Demonstrable experience of planning ahead and having the ability to respond positively to change.



PERSON SPECIFICATION

- Ability to monitor the effects of decisions, taking account of risks and being prepared to take ownership of actions, and modify own and others work practices where necessary.
- Commitment to continually seek and implement improvements and helping others to cope with change.

Personal Qualities

Essential

- Excellent customer care skills, with experience of adapting services, where possible, to meet customer needs and can take the initiative to work with other agencies where necessary.
- Ability to contribute to team plans and objective setting, initiating ideas for managing their own and others workloads.
- Extensive experience of taking initiative in situations, able to identify own development needs and able to coach and working with others to share best practice and new knowledge.
- Commitment to equality and diversity, seeking to remove barriers that may prevent people accessing services.
- Demonstrable experience of supervising others, with the ability to provide direction, empower people to achieve objectives and take responsibility for team members' actions and errors.





Abbey Court School

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Strood
Kent
ME2 3DL

Secondary School & Further Education
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Strood
Kent
ME2 3SP

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Fax: 01634 338221 / 01634 338241

Website: www.abbeycourt.medway.sch.uk

E-mail: office@abbeycourt.medway.sch.uk



“I am incredibly overwhelmed with the amount of training offered at Abbey Court School.”

“Team work, training and quality of resources are strengths.”

“The moment I stepped inside the school, the atmosphere was positive.”

Staff Survey

