



St Mary the Virgin
CE PRIMARY SCHOOL

CATERING ASSISTANT

START DATE: DECEMBER 2024



SCHOOLS ACHIEVING SUCCESS TOGETHER

November 2024

Dear Applicant,



Thank you for expressing an interest in the post of Catering Assistant at St Mary the Virgin Primary School.

We are part of SAST and are proud to be part of a trust where there is considerable support and collaboration with the other schools and leaders across these schools.

You are warmly encouraged to visit us in advance of applying. When you visit the school, you will notice the:

- Strong Christian ethos
- Friendly and welcoming atmosphere
- Children that are thriving and enjoying learning
- High expectations of all
- Breadth of experiences and opportunities
- Hard working, committed and caring staff
- Strong local community

There are 240 children on roll. The School has a Church of England foundation within the Diocese of Salisbury. The school was judged to be Good when last inspected by Ofsted in February 2023 and Excellent when inspected as a Church School in June 2019. We are an innovative school and continue to strive for the very best for all in our community.

We are excited to be part of SAST. There is real strength in coming together with a collective responsibility for all the children's development and progress between 0-19 years. We believe in preserving schools in their local community. This means that there will be considerable local expertise to support the school and staff with the chance to make a contribution to wider developments.

At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

We are looking for someone with high expectations, a love of learning, able to inspire and laugh and enjoy the challenges of this role. You need to be a team player; you will go the extra mile to support children and want to continually develop and pick up the best ideas from around the world in education. In return, you will join a School and Trust that is full of activity, opportunity, and optimism.

There is further information about the school on our website www.stmarygillingham.dorset.sch.uk and the trust at www.sast.org.uk

You are very welcome to visit us in advance of an application or please contact the school office for any further information.

On behalf of the staff, children, and governors we look forward to meeting you.

Very best wishes,

Matt Barge
Executive Headteacher

Jen Williamson
Head of School

THE ADVERT & APPLICATION PROCESS

We look forward to receiving your application by **9am, Friday 29th November 2024**
If invited for interview, these will be held on **Wednesday, 4th December 2024 (PM)**

Salary: Grade 1, Point 2: ACTUAL £1,803 per annum
Contract: Permanent, 3 hours, 20 minutes per week, 38.4 weeks per year (term time plus 2 inset days)

We require a Catering Assistant with a flexible approach to undertake a range of catering responsibilities, depending on the operational needs of the catering facility. The role is to cover the lunchtime period on Thursdays and Fridays for 1hr and 40 minutes each day. Duties will include assisting in the preparation, cooking and serving of meals (under the direction of the Catering Manager), general washing up and cleaning.

Should you wish to arrange a visit to view the School, please do not hesitate to contact the School Office on office@stmarygillingham.dorset.sch.uk or on 01747 824446 who will be happy to arrange this.

You are asked to provide the following:

- A completed application form
- A letter of application of no more than 2 sides of A4 detailing your experience and expertise

Completed applications should be returned by email to: recruitment@sast.org.uk

SAST will conduct online searches of shortlisted candidates. In line with KCSIE guidance, this will be part of safer recruitment checks, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It will have contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification, and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

SAST recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex, or sexual orientation.

This role is UK-based and your right to work will need to be established as part of the appointment process.

(Internal ID Number: RAF553)

JOB DESCRIPTION

Post: Catering Assistant

Scale: Grade 1

Main job purpose

To assist in the preparation, cooking and serving of meals (under the direction of the Catering Manager), general washing up and cleaning.

Main responsibilities and duties

- To assist in all aspects of food preparation, cooking and serving of meals and deputise for absence of Kitchen Supervisor.
- Preparing the area for meals
- To carry out washing-up, cleaning of equipment and kitchen areas, as directed.
- To clear and clean the dining areas.
- To prepare beverages, as directed.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Problem solving and creativity

Work to strict deadlines to plan day to day activities, but within established routines, within budget available and guidelines on nutritional content.

Key Contacts & relationships

Deal with routine enquires from staff, pupils, visitors etc but to refer more complex queries affecting the service / arrangements to the Headteacher.

Resources

Handles and operates a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery). Training and personal protective equipment will be provided.

Working environment

- Kitchen environment. Exposure to hot equipment, materials on a daily and continuous basis.
- Requirement to transport/carry foods trays and kitchen equipment (not exceeding 25kg).



INFORMATION ABOUT WORKING FOR SAST



SAST is a multi-school trust, formed in June 2017, with 18 schools across Dorset and South Somerset. We have more than 5,700 students and over 850 members of staff. There is real strength in coming together with a collective responsibility for all the children's development and progress between 0-19 years. SAST has large town primary schools with over 300 children, smaller village primary schools and nursery provision. SAST also has 5 secondary schools, some with a Sixth Form provision. There is a mix of formerly maintained and Church of England schools - both voluntary controlled and voluntary-aided in the Diocese of Salisbury. We believe in preserving Schools in their local community.

Our Schools:

A key principle of the SAST is that member schools maintain their own character, such as church and community status. All schools in the multi-school trust are equal partners and are committed to the principles of collaboration, sharing expertise and resources to enable all partner schools to deliver excellent education for all young people in their care.

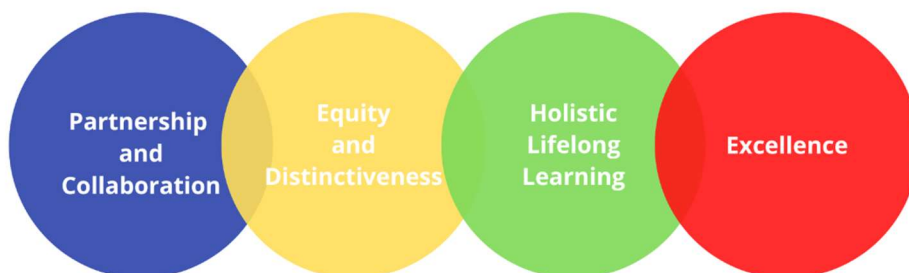
At the heart of SAST is the desire to work in partnership, to collaborate with others and to be outward facing for the benefit of children and staff. The schools have extensive links beyond the immediate area and are keen to extend these further.

SAST works by providing opportunities to share and improve - to develop further our provision as well as supporting the quality of leadership and management. This includes sharing best practice, being creative in maintaining a broad and diverse curriculum, ensuring the care and support is in place for children and families and enabling further staff and teacher development. We also work together on meeting the challenges of funding and the opportunities for financial efficiency, determining for ourselves which services and providers we will use to provide outstanding provision for our children. There is real strength in coming together with a collective responsibility for all of the children's development and progress between 0-19 years.

Our Vision:

Delivering educational excellence through aspiration and collaboration.

Our Values:



Partnership and Collaboration

Our schools support each other, by sharing expertise and resources, to ensure improvement.

Equity and Distinctiveness

We celebrate the individuality of each school and all in it. We are proud to be at the heart of our local communities.

Holistic Lifelong Learning

We promote the personal development of every child and a love of lifelong learning for our students and staff.

Excellence

We provide a high-quality education to enable all students and staff to aspire, thrive and succeed.

Organisation - How we work:

All our schools are successful. Of course, we recognise that we need to continually improve and evolve. The priority is to enable every school to continue to provide an excellent education for all our students while protecting their role at the heart of the community, along with our unique qualities and strengths.

There is a balance as to the responsibilities delegated to schools and those that are the responsibility of SAST. The focus is to continually evaluate, improve and develop through strong, effective and accountable leadership at all levels. The aim is to establish clear, simple and effective accountability including slim and streamlined governance.

Partnerships:

Partnership and collaboration is a core feature of all our schools – a genuine desire to be outward-facing, to use the best ideas from across the world. The schools have always worked closely together across Dorset and Somerset.

SAST Benefits:

As part of SAST, we can offer you a range of benefits including:

- High- quality CPD opportunities
- A strong and highly experienced network of Trust senior leaders
- Access to the Local Government Pension Scheme
- Employee Assistance Programme
- On-site nursery provision at some of our schools
- Cycle to work scheme

