



Catering Assistant Candidate Information

September 2023



**CHELTENHAM
BOURNSIDE
SCHOOL**

Empowering lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Mr. Piers Cardon Facilities Manager, ptc@bournside.gloucs.sch.uk. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a short supporting statement outlining how you feel your experience, skills, and attributes would suit the role. ***The deadline for applications is 9:00am on Monday 21 August 2023.***

I look forward to receiving your application to join us in **inspiring lives through learning**.

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

Catering Assistant

Start date: September 2023
Salary: £10.42 per hour
Contract: 15 hours/week, 39 weeks, permanent

A fantastic opportunity has arisen to work within the reception & front desk team at Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



Inspiring lives through learning

Applications by:
9:00am
Monday 21
August 2023

We are looking to appoint a catering assistant to join our catering team. You will help with the provision in our two dining centres which cater for all students and staff at our school.

Our outstanding dining centres provide the forum for students to meet and social over food and drink at key points throughout the day. The experience students have whilst in these areas is critical to their perception of our school and their happiness and enjoyment of it.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | recruitment@bournside.gloucs.sch.uk |



Job Description

Catering Assistant

Post title: Catering Assistant

Responsible to: Catering Lead

Hours per week: 15 hours per week

Working days and hour: Monday to Friday 12:00 – 3:00pm

Working Weeks: 39 weeks per year

Contract Type: Part time/Permanent

Salary: £10.42 per hour

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

- To support the Catering Lead in the provision of the catering facility of the school.
- To help maintain a safe working environment for the staff.
- To undertake safe working practices within the kitchen and satellite catering facilities.
- The contract is a permanent contract on completion of a satisfactory probationary period.

Specific responsibilities

- Work with the catering team to prepare and cook the daily menu.
- Ensure sufficient food is available at all time during all services throughout the school day.
- Preparation of hot and cold food and assist with the service of the food in all service areas throughout the school.
- Minimise wastage and ensuring this does not have a negative impact on the effective operation and profitability of the catering operation.
- Assist with serving staff and students, using the school's till operation system.
- Ensure health and safety regulations are met.
- Ensure compliance with all fire, licensing, food safety and employment regulations
- To maintain hygienic standards as laid down by Management and the Food Safety Act 1990, Food Safety (General Food Staff Regulations 1995) and the Food Safety Temperature Control Regulations 1995
- To be available for duty at specified dates on the School Calendar for outside functions

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or other. To report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.



Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Person Specification

Catering Assistant

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> Allergy Awareness qualification HACCP training Level 2 Food Hygiene Certificate
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Experience of working within a catering environment, ideally within a mass catering setting. Good verbal and written communication skills Experience of keeping Health & Safety records 	<ul style="list-style-type: none"> Experience in working in a secondary school Understanding of Child protection/safeguarding Experience of working with a till system
Personal qualities	<ul style="list-style-type: none"> Excellent oral communicator and interpersonal skills Ability to relate to both adults and children Self-motivated with high levels of personal drive Ability to meet deadlines Ability to work effectively whilst alone and also as part of a larger team Is aware of their own strengths and areas for further development Resilient and able to accept constructive feedback from others in order to further improve performance Able to prioritise tasks effectively and efficiently 	



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



We are...

PURPOSEFUL

We persevere to achieve our goals and aspirations

PROUD

We celebrate everyone's effort and achievements

RESPECTFUL

We care about each other and believe in equality and kindness

CURIOUS

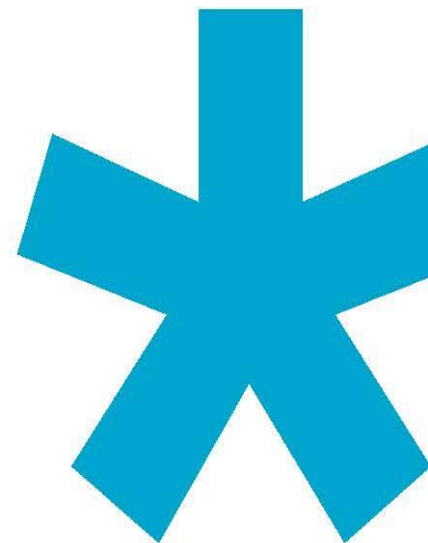
We have enquiring minds and are not afraid of challenge

SUPPORTIVE

We make a positive difference to each other's lives

AMBITIOUS

We aim for the very best in all we do



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