



Catering Assistant

Recruitment Pack - Jan 2025



**CHELtenham
BOURNside
SCHOOL**

“Inspiring lives through learning”



Welcome

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**”.

We are highly ambitious for the academic progress of our students: our positive **Progress 8 score of +0.52*** places Bournside in the top 16% of schools nationally for academic progress.

Bournside is an established single academy trust with a PAN of 300. We have a wide catchment, over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 3G sports pitches; a fully equipped drama studio, a dance studio, a large library, modern spacious 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 within the school too.

No one gets lost in the crowd, however. 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.

If you have any questions regarding the position please contact Human Resources - recruitment@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.

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

Steve Jefferies
Headteacher



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Overview

Catering Assistant

- Start date:** ASAP
- Grade/pay scale:** £11.44 per hour
- Contract:** 15hrs per week, 39 weeks per year, permanent
- Working pattern:** Monday to Friday 11:30am - 2:30pm or 12:00pm - 3:00pm
- Responsible to:** Catering Lead

Purpose

An exciting opportunity has arisen to join Cheltenham Bournside School as a **Catering Assistant**. We are looking to appoint a catering assistant to join our catering team.

As catering assistant, 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.

Closing date: Monday 27th January 2025 at 9.00am

Apply online: www.bournside.glouchs.sch.uk/school-information/careers-at-bournside

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





Job description

Catering Assistant

We are an equal opportunities employer and value respect and diversity across our 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.

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.

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.



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Person specification

Catering Assistant

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

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Commitment to complete relevant training 	<ul style="list-style-type: none"> • Allergy Awareness qualification • HACCP training • Level 2 Food Hygiene Certificate • GCSE Maths or equivalent
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	<p>These personal qualities are essential for creating a positive and supportive school environment that fosters the growth and development of students, staff and the broader community</p> <p style="text-align: center;">Ambition</p> <ul style="list-style-type: none"> • Shows enthusiasm to excel in their role • Takes initiative to identify and pursue opportunities for growth and improvement <p style="text-align: center;">Curiosity</p> <ul style="list-style-type: none"> • Possesses a natural curiosity and desire to learn new things • Approaches challenges and opportunities with an open and curious mindset <p style="text-align: center;">Pride</p> <ul style="list-style-type: none"> • Punctual and reliable • Pays careful attention to detail and takes pride in delivering high-quality work, effectively prioritising tasks to meet deadlines <p style="text-align: center;">Purpose</p> <ul style="list-style-type: none"> • Demonstrates a strong sense of purpose and dedication to making a positive impact on students' lives • Is committed to serving the needs of students, parents, and the school community with purpose and intentionality <p style="text-align: center;">Respect</p> <ul style="list-style-type: none"> • Shows empathy and understanding towards the needs and perspectives of others • Conducts themselves with professionalism and integrity in all interactions and communications, keeping calm when working under pressure in a busy working environment <p style="text-align: center;">Support</p> <ul style="list-style-type: none"> • Works collaboratively as part of a team, supporting colleagues and sharing guidance, knowledge and resources • Provides encouragement and support to students, colleagues, and parents to help them achieve their goals 	





Supporting information

Settling in at Bournside

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

Induction

You will receive induction training on your first day, providing all of the information you'll need for a successful start at Bournside. Including:

- Leadership Structure
- Communication and meeting systems
- Induction procedures, performance management and professional development
- IT equipment
- Health and Safety
- Safeguarding
- Key policies

Your line manager or mentor will meet with you regularly to ensure you have the support you need.

Continuing Professional Development (CPD)

We pride ourselves on being a forward-thinking in our approach to CPD. We use a wide variety of activities to engage all staff with sharing best-practice including whole staff training options and access to National Online Training resources.

We are also happy to discuss support to complete further relevant job role qualifications.

Teacher Development Trust Gold Award

In 2023 our genuine, shared commitment to inspiring the lives of both students and staff through learning, was recognised with **The Teacher Development Trust Gold Award** following a rigorous audit of our provision for staff.



"The school has a proven track-record in designing and delivering a high-quality, research-informed programme of CPD, which senior leaders quite rightly take great pride in. It was a great pleasure to speak with a range of staff who clearly feel well supported and appreciative of the developmental opportunities unique to the school." - TDT Auditor, 2023



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Support staff

Employee Benefits

Please speak to the HR team about our full range of benefits.

Lifestyle and wellbeing

- Salary sacrifice electric car leasing scheme
- Family-friendly policies
- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support with a qualified psychotherapist and a coach
- Onsite parking facilities and cycle storage
- Free/discounted access to the school's onsite Gym (conditions apply)
- Cycle to work scheme
- Techscheme – save money on the latest tech from Apple and Currys PC World
- Blue Light Card - Discount scheme
- Staff social events
- Onsite catering (8.00am - 1.30pm daily).

Statutory and other benefits

- The full 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.
- Provision of all necessary IT equipment.



Lottie, our School Therapy Dog



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We are:

Ambitious

Curious

Proud

Purposeful

Respectful

Supportive



“leaders put the welfare of pupils, as well as academic achievement, at the heart of everything they do”

“strong sense of community for both staff and pupils”

“the school curriculum is ambitious”

“inclusive environment”

- Ofsted, 2022



“ Inspiring lives through learning