

CATERING ASSISTANT

CANDIDATE INFORMATION PACK

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join us at James Calvert Spence College.

It's my great pleasure to welcome you to James Calvert Spence College, a 9-19 through school that welcome students from Y5 through to Sixth Form. We're a relatively small, friendly school that is in the heart of its community, spread across two sites in Amble, on the beautiful Northumberland coastline.

Years 5 and 6 are taught in our primary village but, unlike in many primary schools, also have access to our fully equipped and dedicated science laboratories, an enviable Design Technology workshop, Food kitchen, Art studio, ICT suite and PE facilities to enhance their learning.

Years 7 to 13 are taught in the main school building site and benefit from a fabulous array of facilities including an art, fashion and DT suite; PE facilities including generous playing fields, tennis courts, a running track, dance studio, sports hall and climbing wall; and well-equipped classrooms and science laboratories.

We have high aspirations for all of our students – we expect them to show determination and a desire to achieve highly and, in return, we offer them unwavering support throughout their years with us. In Key Stage 4 and the Sixth Form, we offer a wide range of GCSE and A-Level courses to make sure that there is a relevant pathway into Higher Education, further training or employment for everyone.

JCSC has improved considerably over the last few years with excellent A-level results and rapidly rising GCSE outcomes. In 2019 [the last year of exams before covid] we celebrated our best ever set of GCSE results – a key measure that had improved each year for three consecutive years. In that same year, our A-level results were up there with the very best in Northumberland and we were the highest performing school in the county for the highly academic measure of AAB+ with at least two facilitating subjects.

The staff and governors of the school are committed to its continuing development and improvement, to ensure that it provides education of the highest quality for all students.

It's a great place to work or study – feel free to contact us and arrange a visit if you'd like to experience all JCSC has to offer first hand.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the posts then please contact Amy Crawley, Business Manager on 01665 710636.

Yours faithfully



NEIL RODGERS

Executive Headteacher

Perks of the job

We are a maintained school within Northumberland County Council. Located just 30 miles from Newcastle City Centre, you have an enviable journey to work each day. Traffic? Not on the country roads of Northumberland! You will have the opportunity to work in one of the most beautiful areas of the UK; the picturesque fishing village of Amble, the historic village of Warkworth and its castle to the north and an area of outstanding national beauty at Druridge Bay.

We offer staff many perks of the job. Staff requiring IT access to do their job are provided with a laptop with five licences of the full Microsoft Office suite that can be installed on multiple PCs, Macs or iPads at home. All staff can opt into flexible benefits such as tax-free childcare vouchers or bicycles on the Cycle to Work scheme. Support staff are also eligible to join a salary sacrifice scheme for a lease car, payable through your salary each month and saving on tax again.

With approximately 750 students on roll, we are a relatively small school but what we lack in size we make up for in other ways. We have a friendly staff body who all know and care about the children; the pastoral care and support for students and each other is humbling. We also have a vibrant staff social committee!

We feel strongly that Continuous Professional Learning and training is key to success and offer excellent opportunities for professional development. If successful, we will support you to be your very best.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share the commitment. If you are successful, we need you to have an Enhanced Disclosure Check through the Disclosure and Barring Service which we'll pay for.

Join us and be part of an organisation that is always looking for ways to improve or do things differently so we can make a real difference for our students every single day.

Equal Opportunities

James Calvert Spence College is committed to ensuring equal opportunities. All qualified applicants will receive consideration for employment without regard to age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity.

General Catering Assistant

10 hours per week (term time plus 4 days),

Permanent

Band 1: £11.59 per hour

Be Kind. Work Hard. Aim High

To start as soon as possible, we require a General Catering Assistant to join our busy kitchen.

The successful candidate will:

- be able to work independently or as part of a team
- be flexible to work as directed
- be committed to providing a quality service

Main duties include:

- serving meals and refreshments
- clearing the dining area and other service points after meal service
- general kitchen duties, including washing up and cleaning of equipment, cupboards and surfaces.

No specific knowledge and experience is required. If not already possessed, you will be supported to obtain the necessary Basic Food Hygiene Certificate.

Further details about the school and vacancy can be obtained from www.jcsc.co.uk or by emailing Denise Embleton, Catering Manager at dembleton01@jcsc.co.uk.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. You can view our policy for Safeguarding and Child protection at <https://www.jcsc.co.uk/wp-content/uploads/2022/09/Child-Protection-and-Safeguarding-Policy.pdf>. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying?

Completed forms should be emailed to lgordon01@jcsc.co.uk

The closing date for applications is noon on Friday 22 March 2024.

Interviews will take place during week commencing Monday 25 March 2024.

Northumberland County Council

JOB DESCRIPTION

Post Title: General Assistant	Director/Service/Sector: Schools		Office Use
Grade: 1	Workplace:		JE ref: SG55
Responsible to: Catering Manager	Date:	Manager Lever:	HRMS ref:
Job Purpose: To assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of a Catering Manager or Cook.			
Resources	Staff	None	
	Finance	Can handle small amounts of cash.	
	Physical	Shared responsibility for the careful use of equipment	
	Clients	Providing a catering service to internal or external clients	
<p>Duties and key result areas: Individually or part of a team :</p> <ol style="list-style-type: none"> 1. Assist with the basic preparation, cooking and service of food and beverages 2. Setting up of the dining area, including washing tables etc. 3. Packing meals for transport to other locations where appropriate. 4. Transport meals between kitchen and serving or dining area as necessary 5. Preparation of other service points, as necessary. 6. Assistance with the service of meals and refreshments as required. 7. Clearance of the dining area and other service points after meal service. 8. General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc. 9. Setting up of dining furniture as and when required. 10. Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems. 11. Assisting with the receipt and storage of goods, stocktaking and completion of daily monitoring sheets. 12. Assistance with thorough cleaning of kitchen area and equipment and dining furniture - prior to each school term. 13. Assistance with thorough checking of light kitchen equipment. 14. Assisting with the operation of vending services where necessary. 15. Assisting with special events as and when required. 16. Ensure compliance with Health and Safety legislation and School policies in all aspects but especially when using materials, tools and equipment. 17. Attend training sessions as and when required. 18. May be required to cover other sites and duties appropriate to the nature, level and grade of the post. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
Work Arrangements			
Transport requirements: Working patterns: Working conditions:			

Northumberland County Council
PERSON SPECIFICATION

Post Title: General Assistant		Director/Service/Sector: Schools	Ref: SG55
Essential	Desirable		Assess by
Knowledge and Qualifications			
No specific knowledge and experience is required but, if not already possessed, the Basic Food Hygiene Certificates and City & Guilds Qualifications, described in the Desirable Column opposite, must be achieved within, ideally, six months of commencement. Basic literacy and numeracy.	Basic food hygiene certificate Nationally recognised qualification e.g. City & Guilds 706/1, NVQ Level 1 or 2 – Food preparation and cooking or equivalent		
Experience			
No specific experience is necessary but candidate must be capable of undertaking general duties, including basic food preparation, in a catering establishment.	Experience of general kitchen duties Cooking experience in catering establishment		
Skills and competencies			
Manual skills associated with food preparation Basic numeracy and literacy skills Physical skills related to the work	None		
Physical, mental and emotional demands			
Ability to work in a commercial kitchen environment Regular need to lift and carry items of a moderate weight Flexible approach to work times which may occasionally, be subject to variation Flexible approach to nature of duties performed	None		
Other			
A commitment to providing a quality service to customers A commitment to undertake job related training	A commitment to continuous personal development Driving licence Access to motor vehicle for your own use		