

HOLLYFAST PRIMARY SCHOOL

Catering General Assistant



Hollyfast Primary School Job description



Catering General Assistant
 Grade 1 (sp pt 2) £20441 pro-rata to hours/weeks worked
 16.25 hours per week
 Monday to Friday
 39 weeks per year

Responsible to Headteacher

Reviewed by

Last updated



Our School

We are a three-form entry primary school, based in the area of Coundon, Coventry. Due to an increasing demand for places, and a very positive reputation within the local area, the school has continued to grow in size. Being one of the largest schools in Coventry, we have a great opportunity to be an integral part of the local community. Although big in size and numbers, Hollyfast has a real family feel. I perceive this to be one of our strengths. Staff and children feel a sense of belonging and are extremely supportive of each other.

Purpose of the job

- To be responsible to the Head Teacher and Governing Body as an effective member of the school's staff team.
- To undertake, as part of a team and under the direction of senior staff, general kitchen duties including simple cooking to ensure the provision of meals and snacks.
- To be responsible for securing the safety, welfare and good conduct of pupils during the midday break in accordance with laid down procedures and practices of the Authority and under the direction of the Head Teacher, nominated line-manager and Kitchen Supervisor.
- Work in close co-operation with all stake holders, individually or as a member of the team.
- To ensure confidentiality is maintained at all times.

Risk Management

- Follow all Health and Safety procedures and policy, ensuring that support is provided where necessary to the practices within school.
- Ensure that all matters with regard to Health and Safety practices are related to the Site Services Officer, School Business Manager or Head Teacher as necessary to ensure the safe practice within school.
- Follow Risk Assessment guidelines as laid down for catering and lunchtime supervision.
- Act upon the risk assessment procedures that are in place to support all learners and staff.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.

Professional responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.
- All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- Any other duties and responsibilities within the range and salary grade.

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Ethos and Culture

- To support the school's leadership in promoting an ethos and culture within the school that drives through school improvement in line with the aims of the school.
- To facilitate, within the whole school, behaviours that support and contribute towards developing the values of the school.
- To undertake any other duties that fall within the grade and nature of the post in order to ensure the smooth running of the school

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible to: Head Teacher **Date Reviewed:** June 2023 **Updated:**

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Person Specification

Job Title:	Catering General Assistant (Primary School)	Job Number:	2023-011
Directorate:	People Directorate	Post Number:	
Service:	Services for Schools	Grade:	Grade 1
Location:	Hollyfast Primary School		

Job Requirements

Knowledge

- Knowledge of customer care requirements
- Knowledge of practical catering procedures
- Knowledge of practical cleaning procedures
- Awareness of Child Protection.
- Some knowledge of relevant Health & Safety issues.
- Understanding of the boundaries of confidentiality.
- Knowledge of customer care requirements

Skills and Abilities:

- Able to communicate face to face with all children and staff in a courteous and polite manner.
- Able to undertake simple catering, cleaning and food preparation duties in either a working or non-working environment.
- Able to stand for periods of time during the duration of the shift and to lift heavy items such as chairs, tables and large cooking pots etc. on a regular daily basis.
- Able to work in a hot and busy environment.
- To meet daily deadlines.
- Able to work within a team or on own initiative to ensure that tasks are completed.
- Able to communicate effectively to receive and pass on information and instructions, and provide guidance in a firm but pleasant manner.
- Able to follow set procedures for different incidents, particularly in the case of fire, evacuation or accidents, in a controlled and systematic way.
- Able to adhere to guidelines set by the Head Teacher for catering provision and accept supervision from the Kitchen Supervisor.
- Able to learn and change practice in appropriate ways.
- Ability to undertake patterns of work as determined by the school.
- Punctual and able to fulfil duties in a responsible manner.

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Experience:	<ul style="list-style-type: none">• Experience of basic food handling in either a working or non-working environment.• Working with other professionals.• Experience of basic food handling in either a working or non-working environment.• Working with other professionals.• Experience of basic food handling in either a working or non-working environment.• Working with other professionals.
Personal Qualities	<ul style="list-style-type: none">• Evidence and willingness to participate in further training and development opportunities• Maintain confidentiality on all school matters• Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role• Have a good personal organisation
Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.• 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.

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