

A truly unique opportunity – for a truly unique colleague...



Cambrai Primary School

Lunchtime & Catering Assistant

Pay Scale: Scale Point 4 (£11,262 pro-rata)

Contract: 20 hours per week. Term Time Only. Permanent

Required from **as soon as possible**

Are you looking for a once in a lifetime opportunity? Do you have a genuine desire to create something extraordinary for the children in our care? If so, Cambrai Primary School may just be looking for you...

Cambrai Primary School is a new school, which opened in Catterick Garrison in September 2019, and is now growing to three classes.

This role will involve working as part of our lunchtime team to ensure that all of our children have a pleasant eating experience at lunch time, whilst maximising the time they can spend outside playing. You will support all our children as they visit the dining hall and are responsible for clearing and cleaning the hall to a state ready for use (e.g. for PE, school assemblies) in the afternoon.

The role also includes working as part of our experienced catering team in a state of the art kitchen to provide support following the dinner service.

Your practice, ethos and approach to school life helps shape the lives of our children. As such, it is key that:

- you are an experienced and strong Primary School professional;
- you love working with children; being able to forge positive relationships quickly and become a trusted adult during their time in school;
- you are kind. You lead by example and will embody our school motto: 'Growing good people – doing great things';
- you work well as team; as a small school, we all need to support each other across all aspects of the school

If this sounds like you and a role that you would relish, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service) and pre-employment checks will be undertaken before an appointment is confirmed.

Further details are available from Miss L Robinson, Head of School at Cambrai Primary School. Please email: office@cambraiprimaryschool.co.uk or call 01748 503 130 for an informal discussion.

Please return completed applications directly to Miss Laura Robinson, at: Cambrai Primary School, Catterick Road, Catterick Garrison, North Yorkshire, DL9 4BZ

Or email your application to: office@cambraiprimaryschool.co.uk

Closing Date: 9am Tuesday 16th July

Shortlisting: Tuesday 16th July (if you do not hear on this date, please assume that you were unsuccessful in being shortlisted this time)

Interviews: Thursday 17th July, time TBC.

POST TITLE :**Lunchtime & Catering Assistant****GRADE :****Scale Point 4****REPORTING RELATIONSHIP:****The post holder reports to the Head Teacher / Office Manager / School Cook.****JOB PURPOSE :****To support in providing a pleasant dining experience for all of the children. To assist in the kitchen****MAIN DUTIES/RESPONSIBILITIES**

1. Assist the School Cook in the day to day running of the catering unit.
2. Assist the School Cook to compile daily and weekly trading records as required inline with financial and audit practices.
3. Assist with the preparation and delivery of School Meal service including:
 - (a) setting out meal trays, cutlery, tables and chairs and other servery equipment,
 - (b) washing up,
 - (c) operation of dishwasher,
 - (d) cleaning of kitchen and dining areas and equipment as required,
 - (e) serving meals, snacks and beverages as required.
4. To maintain and update daily monitoring records as required by Environmental Health including updating of temperature charts for fridges, freezers and store / cold rooms, routine probe tests for hot and cold foods and food sampling where appropriate.
5. Assist with food deliveries, storage and management of food and stocks as required.
6. Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures.
7. Assist with the overall promotion of the school catering function.
8. Co-ordinate and communicate with the Catering Team to ensure that all children visit the dining hall in a scheduled manner, to minimise queuing and maximise playtime outside.
9. Assist children at lunch, e.g. with queuing, getting seated, opening packets, spillages, disputes, clearing plates / cutlery and encourage good eating and social skills.
10. Clear and clean the hall during service (e.g. spillages, assisting with waste food, trays and cutlery).
11. Clean, pack down and store all dining hall furniture at the end of lunch. Sweep the floor ready for use in the afternoon.

12. Offer care, support and advice for children during lunchtime.
13. Contribute ideas and suggestions to improve the team practices and performance.
14. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
15. Support and uphold Cambrai's values system and school rules and reward pupils with verbal praise for positive attitudes and behaviours.
16. Attend periodic team meetings and/or training for professional development.
17. The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
18. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
19. To assist with the promotion of the school meals service to the customer, visitors to school and to the community.
20. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
21. Behave according to the Employees' Code of Conduct.
22. Ensure that the Trust's Equality agenda is promoted and to carry out your duties as an employee in line with these.
23. To fulfil your Health and Safety requirements and ensure a safe working environment for yourself and others who may be using the kitchen.
24. Any other duties of a similar nature related to this post that may be required from time-to-time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING AN ENHANCED DBS CHECK, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

Lingfield Education Trust and schools with the Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.

The post will be based in Cambrai Primary School however, the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business.

As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.



ESSENTIAL				DESIRABLE			
	Criteria No.	ATTRIBUTE	Stage Identified	CriteriaNo.	ATTRIBUTE	Stage Identified	
Qualifications				D1	Level 2 Basic Food Hygiene	AF/C AF/C	
				D2	NVQ level 2 or equivalent in a relevant field		
				D3	Level 2 Food Allergy Risks		
				D4	Paediatric First Aid Training		
Experience & Knowledge	E1	Experience of working with children	AF/I/R	D5	Previous experience within a School Meals environment	AF	
	E2	An understanding that children/Young people have differing needs and knowledge of inclusive practice	AF/I/R	D6	Experience of stock control		AF/I
	E3	Knowledge of food safety, hygiene and handling including HACCP	AF/I	D7	Knowledge of Child Protection and Health & Safety legislations and procedures		AF/I/R
	E4	Good understanding of COSHH	AF/I	D8	Knowledge of Behaviour Management techniques		AF/I/R
Skills	E5	Ability to communicate both orally and in writing with a wide range of audiences	AF/I				

	E6	Ability to demonstrate customer care skills	AF/I/R			
	E7	Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe	AF/I/R			

Personal Attributes	E8	Ability to demonstrate food display techniques	AF/I			
	E9	Ability to use own initiative	I/R			
	E10	Ability to remain calm under pressure	I			
	E11	Ability to demonstrate an interested in working with children	I			
Special Requirements	E12	A flexible approach to work, with the ability to work additional hours if required	I			
	E13	Motivation to work with children	D/I			
	E14	Ability to form and maintain appropriate relationships and personal boundaries with children	D/I			
	E15	Suitability to work with children	D			

Key identified	Stage
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.