



## Spa Education Trust

### Job Description

<b>Job Title:</b>	Catering Assistant	<b>School Name:</b>	Spa School Camberwell
<b>Grade and Range:</b>	Grade 2 – Scp 1 to 4	<b>Hours:</b>	17.5
<b>Reports to:</b>	Catering Manager and the Headteacher	<b>Working Pattern:</b>	Term Time Only
		<b>Supervises:</b>	NA

<b>Purpose and context:</b>	To undertake the preparation and serving of meals and general duties including cleaning tasks in the kitchen, dining hall, packed lunch room and associated area.
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#### Principle Accountabilities:

- To assist the Catering Manager in the serving of school meals
- To clean some parts of the premises and all of the kitchen equipment
- To clean the dining furniture and all light equipment such as crockery and cutlery simple preparation and cooking of food items, e.g. sandwiches, salads, vegetables. Giving assistance to the cooking staff.
- Transporting meals to other areas within the school
- Removal of rubbish and food leftovers
- Putting up and taking down of dining room furniture
- To be aware of the importance of hygiene and Health and Safety and being able to carry out corrective action as necessary with the Health and Safety at Work Act and the school's published Policies and Practices Documents.
- Reporting equipment, maintenance problems and energy leaks to the Line Manager
- Ensuring the correct and economical use of all materials and equipment
- Any other duties that may be necessary to meet the exigencies of the service
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by

<p><b>General Statements</b></p>	<ul style="list-style-type: none"> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Trust' policies and procedures and standing orders.</li> <li>▪ Enactment of Health and Safety requirements and initiatives as appropriate</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Trust's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.</li> <li>▪ Ensuring work is line with the School's Green Commitment Policy goals.</li> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> <li>▪ Staff will be required to produce meals on as emergency plan where deemed necessary</li> <li>▪ Staff will be required to attend on the major cleaning days of the school year- normally INSET days (holidays should NOT be booked for these days)</li> </ul>
<p><b>To contribute as an effective and collaborative member of the School Team</b></p>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> </ul>



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### Person Specification

<b>Job Title:</b>	Catering Assistant	<b>School Name:</b>	Spa School Camberwell
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		Essential (E) or Desirable (D)	How assessed (A / I / T)
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ A working knowledge of basic Health and Safety requirements, and with regard to hazardous substances</li> <li>▪ A working knowledge of food hygiene</li> <li>▪ Health and Safety certificate</li> <li>▪ Food Hygiene certificate</li> </ul>	E  E D D	
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with children (either paid or unpaid)</li> <li>▪ Experience of working with food</li> </ul>	E  E	
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Ability to reach and bend, and also to move light furniture and equipment</li> <li>▪ Ability to work as an effective team member and to apply given instructions</li> <li>▪ Ability to remain confidential</li> <li>▪ To be able to take the initiative</li> <li>▪ Ability to promote calm and reassuring behaviour from the pupils</li> </ul>	E  E  E D D	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Evidence of excellent attendance and punctuality</li> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2020 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	E E  E  E  E  E	

