Job Description

Job Title: **Catering Assistant – 21 hours per week**

Reports to: **Catering Manager / Office Manager**

The post holder will be expected to liaise with staff across the organisation to ensure a consistency of approach regarding standards, support, transition and quality of provision.

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Purpose of the Job

To undertake the task of supporting Cook/Supervisor with the preparation of meals and to perform domestic duties which ensure the safe production of food relevant to current food and health safety legislation. To also assist the cook in delivery of school meals and to assist with serving.

The role requires a commitment to the school's relational, trauma-informed and neuro-affirming approach, supporting students' learning, development and well-being through attuned, responsive practice. This includes working within an Ask–Accept–Develop (AAD) framework and contributing to an integrated model of education and therapy.

To share the school's responsibility to support and promote the learning, personal development and wellbeing of all students.

Key Task Areas and Responsibilities

Main Duties and Responsibilities

- Assist with the preparation, cooking and serving of meals, considering any special dietary needs.
- To assist with the clearing up and cleaning of the kitchen equipment, kitchen area and dining hall.
- Food preparation: both on site serving and for other schools if required.
- Ensure all health and safety and food hygiene regulations are maintained within the kitchen environment.
- Ensuring a good standard of cleanliness is maintained.
- Ensuring adequate food supplies.
- Reporting problems raised.
- Report any cancellations or extra meals needed and maintaining records.
- To assist in the lunchtime supervision of student to ensure that the meal is completed on time in a safe and hygienic setting.
- Report behaviour observation to a teacher in order for them to mainta the school's standard of discipline and behaviour.

General Responsibilities

- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted in the work areas for which the postholder is responsible and to maintain a safe working environment.
- Work in compliance with the Code of Conduct, Regulations and policies of the school, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Attend training courses, and team meetings as required.

Health and Well-Being

The post holder will:

- Be aware of current legal requirements and guidance relating to safeguarding and well-being;
- Identify potential signs of abuse or neglect and follow safeguarding procedures;
- Recognise when students' development or well-being may be affected by wider factors, and seek support appropriately;
- Contribute to a safe, predictable and emotionally supportive environment for all students.

Team Working and Collaboration

The post holder will:

- Work as part of a collaborative, multi-disciplinary team;
- Engage in reflective practice and share effective approaches with colleagues;
- Contribute to a consistent, whole-school approach grounded in AAD, trauma-informed practice and integrated provision.

Other Duties and Responsibilities

A job description can never be fully descriptive or exhaustive. It is expected that staff will respond to unforeseen circumstances and emergencies as they arise, commensurate with their role, qualifications and experience.

Person Specification	Essential	Desirable	Measured by Application form/Interview
Qualifications and Training			
Catering experience	√		A/I
Good literacy and numeracy	√		A/I
NVQ Level 2 – Food preparation		√	A
Food Hygiene Certificate Level 2		√	A

Current first aid qualification		√	A
Willingness to undertake training	√		A
Experience			
Experience of working with young people from challenging backgrounds		√	A/I
Experience of producing home cooked food	√		A/I
Knowledge and Understanding			
Understanding / knowledge of safeguarding	√		A/I
Commitment to the safeguarding and welfare of all children	√		A/I
Skills			
Ability to be adaptable in a fast-paced environment	√		I
Flexibility to manage short notice change calmly	√		I
Excellent team player	√		A/I
High expectations of others	√		I
Resilience	√		A/I
Ability to work on own initiative	√		A/I
The ability to listen and communicate effectively	√		I
Personal Characteristics			
Punctual and reliable	√		I
Calm under pressure	√		I
Positive and energetic approach to work	√		I
Willing to learn from the good practice of others	√		I

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to an enhanced DBS check.