

Harbottle CofE First School

Catering Assistant

Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

Job Advert

Harbottle First School

Job title: Catering Assistant

Pay scale: £5,574 – £5,661 pro rata, (£24,027 – 24,404 FTE)

Terms: 2 hours per day from 11.30am, term time only.

At Harbottle C of E First School children's happiness is paramount. Set in the heart of our rural Northumberland villages we promote our school values of friendship, trust, respect and tolerance.

Our first schools enable each child to be the very best they can be, through a range of challenging and inspirational learning experiences that gives them an understanding of the wider world.

We are looking to recruit someone who is reliable, hard working and friendly to transport and serve meals to the children at Harbottle school from Dr Thomlinson Middle School. They will need to be compliant with food hygiene regulations and work as part of a bigger catering team. They must have a clean driving licence and a reliable car. Travel expenses to and from Harbottle school from Dr Thomlinsons will be met.

Basic numeracy and literacy skills, good team work, resilience and the ability to work unsupervised are essential. A certain amount of bending and lifting is required.

In return, we can offer you:

- A caring, nurturing, supportive, dedicated and hardworking team of individuals with a common vision and set of goals.
- Delightful children who are eager to learn and exceptionally well behaved.
- A strong school and Trust which is outward looking and forward thinking.
- A strong commitment to your continuing professional development.

Closing date: On appointment

Interviews: TBA

Executive Headteacher: Mr Liam Murtagh

Completed applications should be returned directly to the school by email to m.donkin@dtms.cheviotlt.co.uk

<https://hfs.cheviotlt.co.uk/>

Harbottle, Northumberland NE65 7DG

Job Advert Continued

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

Completing an Application Form: Application forms can be downloaded from the Trust Careers [website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

If you require assistance or have any questions, please reach out using the contact details provided below:

01669 620287

info@hfs.cheviotlt.co.uk

www.hfs.cheviotlt.co.uk

Address: Harbottle, Morpeth, Northumberland NE65 7DG



Job Description

Job Title: Catering Assistant

Job Purpose:

To transport lunches from Dr Thomlinson C of E Middle School, Rothbury to Harbottle C of E First School in Harbottle. Temperature log food and serve to the school children. Clear up the kitchen area and dining hall and at all times abide by food hygiene standards.

Duties and key result areas:

Individually or part of a team:

- Assist with the basic preparation, cooking and service of food and beverages.
- Setting up of the dining area, including washing tables etc.
- Packing meals for transport to other locations where appropriate.
- Transport meals between kitchen and serving or dining area as necessary.
- Preparation of other service points, as necessary.
- Assistance with the service of meals and refreshments as required.
- Clearance of the dining area and other service points after meal service.
- General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces. etc.
- Setting up of dining furniture as and when required.
- Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems.
- Assisting with the receipt and storage of goods, stocktaking and completion of daily monitoring sheets.
- Assistance with thorough cleaning of kitchen area and equipment and dining furniture – prior to each school term.
- Assistance with thorough checking of light kitchen equipment.
- Assisting with the operation of vending services where necessary.
- Assisting with special events as and when required.
- Ensure compliance with Health and Safety legislation and Trust policies in all aspects but especially when using materials, tools and equipment.
- Attend training sessions as and when required.
- May be required to cover other sites and duties appropriate to the nature, level and grade of the post.

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.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	No specific knowledge and experience isn't 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 in Food preparation and cooking or equivalent.	(a) (r)
Experience	No specific experience is necessary but candidates must be capable of undertaking general duties, including basic food preparation, in a catering establishment. Manual skills associated with food preparation. Basic numeracy and literacy skills. Physical skills related to the work.	Experience of general kitchen duties. Cooking experience in a catering establishment.	(a) (i) (r) (a) (i)
Qualities	Uk Driving licence & transport with business insurance. Ability to work in a commercial kitchen environment. Ability to regularly lift and carry items of a moderate weight. Flexible approach to work time, which may occasionally be subject to variation. Flexible approach to nature of duties performed. A commitment to providing a quality service to customers. A commitment to undertake job related training.	A commitment to continuous personal development. Access to a motor vehicle for your own use.	(a) (i) (r)

Key assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.



Contact us

Harbottle C of E First School
Harbottle
Morpeth
Northumberland
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01669 650271
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