



**Northern
Lights**

LEARNING TRUST

**CATERING ASSISTANT
HOLLEY PARK ACADEMY**

**APPLICATION
PACK**



Northern Lights



We are a Multi-Academy Trust currently comprising seven primary and secondary schools and 3,093 children and young people from Stockton and Hartlepool in Teesside through to Sunderland and Washington.



We are a Teaching School Hub, one of 87 centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice, and offer evidence-based professional development for early years practitioners.

OUR SCHOOLS



Hart Primary School
Hartlepool



St. Peter's Elwick CE Primary School,
Hartlepool



Benedict Biscop CE Academy
Sunderland



St. Helen's Primary School
Hartlepool



Holley Park Academy
Washington, Sunderland



Ian Ramsey CE Academy
Stockton-on-Tees



Venerable Bede CE Academy
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic - that is really important to us - but we know, as a Trust, we are successful if we have ensured that in an holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

- Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



Welcome from the CEO

Thank you for your interest in the position of Catering Assistant within Northern Lights Learning Trust.

We are a growing Multi Academy Trust that is currently made up of 2 secondaries and 5 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 3000 pupils and employ over 400 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours sincerely

Jo Heaton
Chief Executive Officer



Welcome from the Acting Headteacher

Thank you for your interest in the Catering Assistant post at Holley Park Academy, where it is my privilege to serve as acting headteacher for the Autumn term 2023-2024.

We are a popular, smaller-than-average-sized primary school serving our local community of Washington with an Ofsted grading of 'good' (2018).

At Holley Park Academy we aim to provide a safe, stimulating, and happy environment that allows every child to grow and flourish into individuals, who are well-prepared for the next step in their educational journey and beyond.

We are an inclusive school and believe each child is unique. We take pride in nurturing and celebrating all our pupils' skills, talents, and interests. We have a wonderfully vibrant school community built around our core values of resilience, relationships, risk-taking, resourcefulness and reflection.

Our school vision is 'work together, achieve more' and this permeates every aspect of our school culture and ethos. We believe cultivating positive relationships is integral to supporting our children and families.

Holley Park Academy joined Northern Lights Learning Trust in 2022 and as a school we are proud to be part of an ever-growing network of schools who share the common goal of putting children at the heart of everything they do.

Visits to the school are welcome, by prior agreement. Please contact info.holleypark@nllt.co.uk to express an interest.

Kind regards,

Lee Garrett

Acting Headteacher

CATERING ASSISTANT
Permanent position required for as soon as possible
HOLLEY PARK ACADEMY
£10.42 per hour
25 hours, Term time only plus 5 days (INSET)

Northern Lights Learning Trust are looking for a catering assistant to provide daily support in the school kitchen at Holley Park Academy. The suitable candidate should be enthusiastic, organised and welcoming. The role entails setting up and serving school lunches whilst maintaining a high standard of food hygiene and safe working practices. You will work closely with the Kitchen team and under the supervision of the chef. Experience of working in a school environment is advantageous however not essential for this role.

The successful candidate should have:

- Experience of working in a Primary School setting or experience in working in catering
- Excellent communication skills
- A positive attitude, flexibility and adaptability
- High expectations of self and others
- Work well as part of a team

If this is you, we would really welcome your application

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.
- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.

Details of the school can be found on the school website:

<https://www.holleyparkacademy.co.uk/>

CLOSING DATE:

Applications must be received by: 10th January 2024 at 3pm

Short Listing will take place on: 11th January 2024

Interviews will take place on: 18th January 2024

HOW TO APPLY:

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to lianne.pye@nllt.co.uk or by post to Holley Park Academy, Ayton Road, Oxclose, Washington, Tyne and Wear, NE38 0LR.

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact the school on 01914170303.

JOB DESCRIPTION

Post: Catering Assistant (25 hours, TTO +5 days)

Responsible to: Chef

Salary band: £10.42 per hour

Start date: ASAP

OVERALL RESPONSIBILITY

To actively participate in the daily operation of the school kitchen, prepare food, set up and service of school lunches under the supervision of the Chef. You will need to be self-motivated and have a can-do attitude. Experience of food preparation would be desirable though training would be given to the right candidate.

To carry out all duties to the required high standards of food hygiene, food handling and safe working practices, in line with School protocols and in agreement with the Chef.

DUTIES

1. Assist in managing deliveries, the storage and rotation of all kitchen stock.
2. Simple food preparation including making salads, sandwiches, paninis.
Chopping, grating and cooking of other food items using ovens, fryers, grills and other equipment.
3. Preparing the lunch hall and clean down after service.
4. Sweeping, mopping, washing-up, emptying bins, cleaning equipment and surfaces.
5. Assist with temperature recording and completing H&S forms and kitchen records.
6. Assist with periodic deep cleans including ovens, fridges, floors and surfaces.
7. Willing to undertake simple training including necessary food and hygiene certificates and allergy training.
8. Occasional additional hours may be required.

Health & Safety

1. Maintain stocks of food under appropriately hygienic conditions and ensure stock rotation.
2. Ensure that all agreed health and safety policies, COSHH regulations and HACCP procedures are complied with.
3. Work safely at all time and fully support health and safety inspections.
4. Prepare, cook and serve meals in line with required standards.

5. Assist with transfer of food items from cooking areas to service warming trolleys.
6. Adhere to a high standard of personal cleanliness and hygiene.
7. Report immediately any machinery faults or unhygienic areas to the Chef.
8. To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
9. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
10. To carry out general kitchen duties including washing dishes, cleaning kitchen equipment and machinery, setting and clearing dining room furniture and food waste.

Supporting Pupils

1. Serve meals to pupils and staff, being aware of and taking into account medical conditions.
2. To ensure high standards of food presentation and cleanliness.
3. Act in a polite and helpful way when interacting with pupils.
4. Supervise pupils in the dining hall (during the lunch break) supporting wider staff to ensure good order and discipline in accordance with school policies.
5. Encourage the development of social skills and self-discipline amongst the pupils, e.g. eating in a socially acceptable manner, tidying away waste and displaying good manners.
6. Deal with or report, to the nearest member of the staff, incidents that are seen or reported regarding pupils' welfare.

Other Duties

1. Set a good example in terms of personal presentation, attendance and punctuality.
2. To action cleaning jobs from the rota, as requested by Chef.
3. Efficient use of services including gas, electric and water.
4. Work within the performance management process of the School, to evaluate performance and take full advantage of the training and development available.
5. To carry out work in accordance with policies and procedures included in Food Safety, COSHH, Risk Assessment, Food Hygiene, Data Protection and Health and Safety.

PERSON SPECIFICATION CATERING ASSISTANT

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	<ol style="list-style-type: none"> 1. Completed application form 		Application
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Food hygiene certificate or willingness to undertake 2. Food allergen training or willing to undertake 		Application
EXPERIENCE	<ol style="list-style-type: none"> 1. Experience of working in a business kitchen environment 2. Experience of working in a service environment/ customer service. 	<ol style="list-style-type: none"> 1. Experience of working in a school kitchen 2. Experience of Health and Safety in the Workplace 3. Food preparation experience. 	Application
APTITUDE AND SKILLS	<ol style="list-style-type: none"> 1. Good standard of personal hygiene 2. Can work in a pressurised environment 3. Ability to follow instructions and use equipment safely 4. Can work independently and use initiative 5. Ability to meet deadlines 6. Ability to work in a team 	<ol style="list-style-type: none"> 1. Basic knowledge of kitchen hygiene and safety standards, including manual handling 	Application Interview

	<ol style="list-style-type: none"> 7. Ability to use specialist equipment such as kitchen knives, catering appliances etc. 8. Ability to wear uniform provided, and maintain cleanliness standards 		
PERSONAL QUALITIES TO INCLUDE	<ol style="list-style-type: none"> 1. Be flexible and able to switch designated role in the kitchen as and when needed. 2. To hold integrity, honesty, confidentiality, reliability and teamwork in high regard. 3. To have a person-centred approach, being able to relate to young people. 		Application Interview
OTHER	<ol style="list-style-type: none"> 1. Have the ability to meet the physical demands of the role. 2. Recommendation from both referees 3. Fully enhanced DBS clearance with children's barred list check 		References Enhanced DBS certificate