

The Park Community School

Support Staff Vacancy Details

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1472 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

This role is critical to the smooth running of the school day and supporting the needs of our community users who use the facilities during the evening and at weekends. It involves a wide range of tasks across a large campus, so if you like to be busy, are physically fit and like working as part of a team, this could be the role for you. All essential training can be provided for the right candidate.

The school is a founding member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP is also the employer of staff in both the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of Dartmoor Teaching School Alliance and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Job Title: Catering Assistant

Contract Term: Permanent, term time only

Vacancy Closing Date: 26/09/2022

Interview Date: w/c 26/09/2022

How to Apply

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email hr@theparkschool.org.uk. Please note we do not accept Curriculum Vitae

Job Description

Job Title: Catering Assistant

Responsible to: Catering Manager

Work Pattern: Contracted hours 17.5 hours per week, 38.8 weeks per year, 10.30am – 2.30pm Monday to Friday (includes 30 minute break)

Grade: NJC Grade A Scale point 1 FTE Salary £18,333. **Actual salary £7,387 per annum**, plus a pending pay award offered for union consultation at an additional £1,925

Principal Accountabilities:

To work as a key member of Park School Operational Leadership team with the following responsibilities:

- To support the Catering Manager in providing an efficient catering service to the staff, students and visitors at The Park Community School.

Shared Responsibilities with other Leadership Team members:

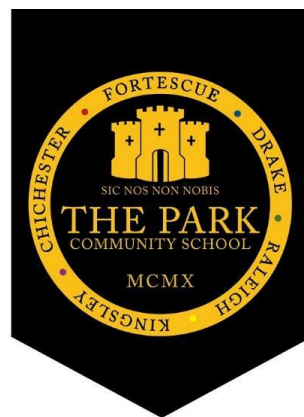
1. Liaise with TLP, service providers, schools and colleges
2. Work to strengthen and enhance The Park Community School's values and culture
3. Safeguarding and promoting the welfare of children and young people.

Key Responsibilities

- Comply with all aspects of Health and Safety at Work Act 1974 and Food Safety Act 1990.
- Work co-operatively as part of a team to provide high quality school meals.
- Assist with the preparation, cooking and service of morning break and lunchtime meals.
- Working on the till.
- Temperature testing where necessary.
- Removal of waste food to designated area.
- Assist with all the daily, weekly, termly and annual cleaning of the kitchen and kitchen equipment.
- Participate in relevant training in order to carry out the duties of a Catering Assistant.
- Meet any other reasonable catering related requests from the Catering Manager.

Safeguarding Level C:

To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low-level) to the relevant personnel in the school.



PERSON SPECIFICATION		
Category	Requirements	Essential / Desirable
<u>Qualifications, Education and Training</u>	Willingness to undertake training Food hygiene certificate	D D
<u>Professional Knowledge and skill</u>	Basic understanding of food safety and hygiene Basic understanding of health and safety Basic understanding of manual handling	E E D
<u>Experience</u>	Experience of working in a professional kitchen environment	E
<u>Professional Attributes</u>	Proactive Able to work in a busy kitchen environment Able to work to deadlines and under pressure Excellent team worker Excellent interpersonal skills	E E E E E
<u>Attitudes</u>	Ability to use initiative Ability to communicate well with colleagues and customers Ability to work in a physically demanding kitchen environment Ability to accept instructions Ability to work to deadlines Flexibility in working arrangements Good number ability Ability to work independently and as part of a team	D E E E E E E E