



Information for Applicants Booklet

Trust Catering Assistant

Grade CD scp 3-6 (£10.90 - £11.39 per hour)

Contract: 39 weeks per year (TTO + 5 Training Days)

Hours: 10-20 hours per week (over 5 days)

The STAR Multi Academy Trust
Rose Cottage
c/o Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB
01937 538538

May 2023

Dear Applicant

Thank-you for your interest in the post of Trust Catering Assistant.

Associate staff play a really key role within the STAR MAT. We value and support all of our staff and expect them to strive for personal improvement and go the extra mile.

If you feel you are ready for a fantastic challenge and would like to know more about the STAR MAT and our activities in more detail, please take a look at our website at www.starmat.uk. To apply for the post please complete the STAR MAT online application <https://bit.ly/STARSupportApp>. Your supporting statement should not exceed two sides of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

If you would like further information, please do not hesitate to contact Mrs Claire Earl c.earl@starmat.uk

Thank you for your interest in this post, I look forward to meeting you.

Yours sincerely

Mrs M Boyes
Chief Operating Officer



THE SELECTION PROCESS

If you wish to apply for the post of Trust Catering Assistant, then you should:

- Fully complete the online application form <https://bit.ly/STARSupportApp>, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses). We do not accept CVs.
- Your Supporting Statement within your application form should be equivalent to 2 sides A4, font 12 (we would advise that you prepare this separately in a word processing program first and then paste into the form), addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Knowledge and Skills

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Remember when addressing the above, ***less is sometimes more.***



Welcome to our Trust

There has been a strong tradition of collaboration between our 11 partner schools for many years which culminated in the establishment of the STAR Teaching School Alliance in 2016 and then the STAR Multi Academy Trust (STAR MAT) was 'born' in May 2018. You can visit our [website here](#).

Our Trust is an exciting venture which allows us to strengthen our existing partnerships still further. We have chosen to form a Trust of local schools for the following reasons:

- **Of significance within our Trust aims and values are wellbeing and safeguarding.** We know that effective learning takes place in an inclusive environment, where pupils feel happy, confident and supported, where they are valued for their unique individuality and educated to keep themselves safe from harm. These threads run through all that we do.
- **We want our pupils and students to achieve even better outcomes and for all of our pupils to receive an outstanding education.** We will continue to build and secure local school improvement capacity, and shared development strategies, which will help us do this, by providing appropriate levels of challenge and support within the partnership. We are building on strong relationships and high levels of trust. We are developing shared approaches to the curriculum as well as shared 'pedagogy' for teaching and learning. We are actively developing a 'Digital Entitlement' for our young people such as they can move on to further education and employment with confidence.
- **We are near enough to each other to build a strong local partnership,** building greater community cohesion, and more shared activities across all of our schools, benefiting pupils and students as well as our staff. These include shared approaches to curriculum planning, teaching and learning and already include opportunities to share specialist roles across more than one school – getting the expertise in the right place. Our growth strategy has a simple premise – we want to serve our locality with the best possible education.
- **Together we want to provide greater opportunities for recruiting new staff,** to retain our existing staff, facilitate leadership development and enhance staff professional development. Our staff are proud to work with STAR; we want our ethos and principles to continue to shine.
- **We know that our formal partnership can more easily achieve 'better value' and financial stability** by having more efficient central and shared services and enabling individual schools within the partnership to focus more resources on teaching, learning and pupil/student support. As a MAT of over 4000 pupils we have access to the School Condition Allocation (SCA) which has enabled us to invest £2million into our school buildings over the first two years of

our Trust. There is still much to do, but we will strive for world class educational premises for all of our students.

- **We will work together to support – and challenge – each other** through effective governance and accountability at local level. As good and outstanding schools working together in an already strong Teaching School Alliance, we are very well-placed to achieve this. That said, we continue to look externally for challenge, support and partnership from local authorities, other Trusts and organisations – to be the very best that we can be.

Our Vision

To develop outstanding education in all our schools, which will enable every young person to flourish and realise their full potential.

Our Aims

We will:

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children
- Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn.

Our Core Principles

We:

- Expect our schools to actively support each other and to share best practice for the benefit of all
- Are committed to providing services that will keep our schools compliant, financially robust and continuously improving
- Want all of our schools to retain and celebrate their distinctive identity.

We are:

- Open, honest, fair and straightforward
- Receptive to change and challenge
- Pioneering and outward facing
- Trusting, respectful and supportive of each other
- Prepared to listen to advice
- Empowering of others

Our Schools

Appleton Roebuck Primary

Brayton Church of England Primary

Kellington Primary

Kirk Fenton Church of England Primary

Monk Fryston Church of England Primary and Saxton Church of England Primary (federation) Riverside School, Tadcaster

Sherburn High School

Sherburn Hungate Primary
South Milford Primary
Tadcaster Grammar School

We want all of our schools to retain and celebrate their distinctive identity; it is the strong structure and partnership within our Trust which can enable strong practice to exist in all our schools.

We often talk about being '*stronger together*' through the collaborative, collegiate approach we take within the Trust.

It is a model of close partnership; our Trust has been successful because it has been founded on a group of schools with both a tight geographic footprint and most vitally many years of working together through shared vision, values and culture. We have developed many shared approaches including with regard curriculum planning, teaching and learning and opportunities to share specialist roles across more than one school. The Trust also provides appropriate levels of quality assurance, challenge and where necessary support within the partnership; we do this building on strong existing and well established relationships.

Together we want to provide greater opportunities for recruiting new staff, to retain our existing staff, facilitate leadership development and enhance staff professional development. Our aim is to be an excellent, ethical, employer. As a previous Teaching School, STAR will continue to offer Initial Teacher Training and has many leaders with accreditations such as LLE and SLE. Moving forwards, we are excited to be working with the Selby and Wakefield Teaching School Hub on the roll-out of the Early Careers Framework, NPQs and other threads of CPD in our locality.

At a time of reduced funding in schools, our formal partnership has already been able to achieve 'better value' and financial stability, by having more efficient central and shared services and through the partnership to focus more resources on teaching, learning and student support. As a Trust of over 4000 students, and 11 schools, we have access to significant School Condition Allocation (SCA), which enables us to access significant capital funding to invest in improvements to our school estate.

We provide support and challenge through effective governance and accountability at local level with Local Governing Bodies which are linked through to the Board of Trustees through a Scheme of Delegation. At all levels there are highly evolved and consulted planners, guidance, advice and support.

If you would like any further information, please do not hesitate to [contact me](#).

Best wishes,

Ian Yapp
Chief Education Officer
STAR Multi-Academy Trust



JOB DESCRIPTION

Post Title: Catering Assistant

- Location:** Variable across the STAR MAT Primary Schools
- Hours per week:** 10-20 hours, across 5 days (Monday to Friday)
- Weeks Worked:** Term Time Only plus 5 training days (39 weeks)
- Grade and Scale Point:** Grade CD, scale points 3 to 6 (£10.90 - £11.39 [per hour])
- REPORTING TO:** Executive Chef
- ROLE OVERVIEW:** To collect, deliver and serve school meals

MAIN RESPONSIBILITIES:

- To be responsible for collecting and serving school meals.
- Putting out dining tables and chairs before service and cleaning them before putting away into storage after service
- Tidying up the kitchen and dining room, and carrying out cleaning and washing up duties
- Sweeping and mopping floors
- Removing waste and rubbish to designated areas
- To help ensure effective engagement with customers to ensure effective provision across all catering services: Breakfast (where appropriate), break (where appropriate), lunch, hospitality, events, or similar.
- Maintain high standards in presentation of food, point of sale displays and layout.
- Use Cypad functions including menus, recipes, pre orders and allergens.
- Promote healthy eating and healthy food choices in alignment with government standards and guidelines.
- Communicate with all staff, schools, suppliers, students and the wider school communities.
- Ensure compliance with all statutory food hygiene and health and safety guidelines, effectively completing all associated compliance and administration.
- Monitor levels of food/stock wastage across all schools to ensure financial efficiency and menu choices in alignment with customer needs.
- Help to distribute stock and supplies across the Trust schools.
- Any other responsibilities reasonably associated with the role.

Safeguarding and Promoting the Welfare of Children/Young People:

- Be responsible for promoting and safeguarding the welfare of young people in line with policy and legislation, raising concerns as appropriate.
- This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Health & Safety:

- Be aware of and implement your health and safety responsibilities where responsibilities are defined in the Health and Safety policy and procedure.
- Work with colleagues and others to maintain health, safety and welfare within a working environment

General Data Protection:

- To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, GDPR, Information Security and Confidentiality.

Equalities:

- Develop own and team members' understanding of equality issues.
- Promote inclusion and acceptance of all young people and staff.
- Assist in achieving service equality objectives
- Within their own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values.
- The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

Customer Service:

- The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment
- The STAR MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the Trust and School organisation and may change either as your

contract changes or as the organisation of the Trust or School is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the Trust and School's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the STAR MAT and school's policies, and supporting documentation in respect of these issues.

Person Specification – Catering Assistant

<p>EXPERIENCE:</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Strong people person with excellent communication skills ● Strong understanding of the day to day running of kitchens <p>Desirable</p> <p>Proven experience of working within a kitchen</p>
<p>QUALIFICATIONS/ TRAINING:</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Food hygiene certificate. ● Driving licence & use of vehicle
	<p>Desirable</p> <ul style="list-style-type: none"> ● Supervisory Health and Safety certificate ● NVQ in Food Preparation or similar ● NVQ level 1/2 in Customer Services
<p>KNOWLEDGE/ SKILLS:/ATTRIBUTES</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Approachable, friendly, and trustworthy ● Strong understanding of current regulations and guidelines, including food hygiene and health & safety ● Knowledge of specialised aspects of catering such as diets, food allergies, halal ● Ability to work independently and to own initiative ● Ability to work at short notice and complete additional hours
	<p>Desirable</p> <ul style="list-style-type: none"> ● Evidence of commitment to professional development ● Good IT skills ● Innovative, creative, and able to effectively advise on new initiatives

