



## **Information for Applicants Booklet**

**Relief Catering Assistants**

**Grade A Point 1 (£9.50 per hour)**

**Zero Hours Contract, Term Time Only**

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

July 2022

Dear Applicant

Thank-you for your interest in the post of Relief 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](http://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](mailto: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 Relief 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
- Skills and knowledge – generic
- Skills and knowledge – special to role

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**

**POSITION:** Relief Catering Assistant

**CONTRACT:** Zero House (Term Time Only)

**SALARY:** Grade 1 (£9.50 per hour)

### **THE ROLE:**

Are you looking for flexible working hours in a role which can fit around you and your commitments?

The STAR Multi-Academy Trust (STAR MAT) are seeking experienced Catering Assistants to join their expanding team of mobile relief staff to support kitchens across our nine primary schools in the Tadcaster and Selby area.

We can offer flexible daytime hours, between 9.30am – 2pm, term time only. The role is based on a zero-hour contract with zero hours commitment. Shifts will be offered ad-hoc, often at short notice, to cover absence, training, and annual leave.

Our Mobile Catering Assistant role requires flexibility to cover different shifts and tasks. Experience in catering or customer service is desirable, particularly experience within education catering. The successful applicant will work as part of a team to prepare, cook, and serve meals in accordance with Quality Procedures and under the direction/instruction of appropriate senior staff, always ensuring a safe working environment. You may, from time to time, be required to undertake other duties within the grade and level of responsibility defined in this job description.

Working within education it is essential that you hold an enhanced DBS check certificate or are willing to go through the process. With nine potential school sites to cover applicants must hold a valid driving license and have access to your own vehicle.

### **KNOWLEDGE AND SKILLS:**

- Complying with all food hygiene standards in the storage, preparation, and delivery of food.
- Complying with health and safety regulations, ensuring all kitchen checks are completed accurately and on time.
- Taking pride in preparing, plating, and serving quality food, presented to the highest standard.
- Recording food wastage in line with the procedures within the school, controlling and reducing wastage as far as possible to maximise profit.
- It is important to note that the role can be physically demanding; you may be lifting, carrying, and standing for extended periods of time.

## **OPERATIONAL & RESOURCE MANAGEMENT**

- Carry out basic food preparation tasks, for example weighing up food, preparing fruit and vegetables, making sauces and removing items from ovens
- Refilling and replacing sauces, condiments and other consumables
- Putting out dining tables and chairs before service and cleaning them before putting away into storage after service
- Serving food and beverages to pupils and staff
- 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
- Assist the Cook and other kitchen staff in the careful use and maintenance of equipment including reporting faults to the Cook etc.
- Use efficiently services such as gas, electricity and water
- Attend training courses as required, including Food Hygiene and Health & Safety

## **COMMUNICATION**

- Communicate with children and young people at service times, to ascertain their needs and support them in developing good dietary habits
- Listen actively and respond to the concerns of children and young people
- Communicate with the Cook and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen

## **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
- Maintain confidentiality as appropriate

## **ADMINISTRATION/OTHER**

Carry out all work in accordance with the policies and procedures included in:

- The Food Safety Management System
- The COSHH Manual
- The Risk Assessment Manual
- Allergen Awareness

## **HEALTH & SAFETY**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

## **DATA PROTECTION**

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

## **OTHER CONSIDERATIONS**

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs of abuse or neglect and to report any such suspicions to the school's Safeguarding Lead or the Head teacher. To act in accordance with the Data Protection Act and always maintain confidentiality e.g., access to staff/student records.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitle to work in the UK

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 Trust's policies and supporting documentation in respect of these issues.

**PERSON SPECIFICATION**

**JOB TITLE: Relief Catering Assistant**

		Essential/Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience in catering and/or with the care and welfare of children; however, on the job training will be given.</li> <li>• Experience of undertaking basic kitchen tasks.</li> </ul>	D E
Qualifications / Training	<ul style="list-style-type: none"> <li>• Will possess basic literacy and numeracy skills (grammar, spelling, and basic mathematical knowledge), Cleaning and Support Services N/SVQ level 1, Basic Food Hygiene OR equivalent experience or equivalent qualification, or willingness to train to achieve these.</li> <li>• Level 1 Food Hygiene Certificate and COSHH / Will be prepared to gain knowledge of health, hygiene and safety procedures and precautions &amp; regulations eg. COSHH</li> </ul>	D E
Knowledge / Skills	<ul style="list-style-type: none"> <li>• Ability and interest to put into practice good food preparation, cooking and service</li> <li>• Be able to demonstrate a high standard of hygiene and understanding of health &amp; safety necessary in a working kitchen.</li> <li>• Will possess the ability to develop a positive relationship with children, parents and colleagues.</li> <li>• Be able to communicate clearly with children and adults.</li> <li>• Efficient organiser.</li> <li>• Willingness to help others and work within a team.</li> <li>• Ability to read and understand simple written instructions.</li> <li>• Will be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.</li> <li>• Will be prepared to use relevant equipment.</li> </ul>	E E E E E E E E E
Personal Qualities	<ul style="list-style-type: none"> <li>• Be reliable, dependable and have a smart and tidy appearance.</li> <li>• Be able to work as part of a team.</li> </ul>	E E

	<ul style="list-style-type: none"> <li>• Good interpersonal communication skills</li> </ul>	E
Other Requirements	<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• Physical ability to carry out the duties of the role</li> <li>• Commitment to the STAR MAT's and school's policies and ethos</li> </ul>	E E E