



Information Pack for  
Applicants  
Catering Assistant



From the CEO



Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

### Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owler Brook and Whiteways Primaries.

### Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff in to leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us please visit our website

<https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust

## Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

## Our Principles

In our schools we will ensure: -

### An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.

- Equal opportunities through the curriculum, inspire all children to succeed.

### High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

### A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

### We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.

## Our Schools

### Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

### Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

### Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

### Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

Dear Applicant,  
Catering Assistant

As Headteacher, I am delighted to enclose details and an application form for the post of Catering Assistant at Beck Primary School. This vacancy represents a unique opportunity to join a highly ambitious and motivated professional team, which is changing the lives of children in the community it serves.

Beck Primary School's ethos is focussed around a set of core values;

- Aim high!
- Be enthusiastic!
- Be safe!
- Be team players!
- Respect all!
- Be honest!
- Have your say!

Beck is a very special place. We focus on a broad and rich curriculum which gives our children the memorable learning experiences and the key skills they need to succeed in today's world. We encourage learning outside the classroom both in our school grounds and by enriching the curriculum with educational visits to give children a hook for learning. All our children have the opportunity to learn to play a brass instrument, experience a residential visit and learn to swim.

Beck is a big school with a big heart. Beck staff are hardworking, have a fantastic sense of humour and are determined to ensure the very best outcomes for the children we serve. Working in our school will be demanding as well as very rewarding.

We are passionate about team working and we will provide every opportunity to both share and learn about best practice. To be part of our team, you must truly believe in the power of partnership working. We are committed to the professional development of all our staff and invest in high quality training and support to ensure staff can discover their full potential. We are committed to supporting the wellbeing of every member of the school community and workload for all staff is regularly reviewed. Should you wish to join us then please ensure that the enclosed application form is fully completed. A CV is not required. We look forward to hearing from you.

Mrs Mo Andrews

HEADTEACHER



## Catering Assistant

Permanent

Hours/weeks: 16.25 hours per week / 38 weeks per year

Salary: Grade 1, scale point 2, £22,366 pro rata

Actual Salary: Grade 1, scale point 2, £8,232 per annum

Cascade Multi Academy Trust is seeking to appoint a Catering Assistant to join the Trust as soon as possible. The successful candidate will be employed at Beck Primary School.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

The successful candidate will be able to demonstrate

- To assist in the preparation of food and drink
- To assist in the serving of food and drink
- To assist in the washing up after the above
- To work as part of a team in the cleaning of all work areas
- To assist in the periodic deep clean work associated with food areas
- To undertake cash handling
- Be flexible in meeting the needs of the school

For all your hard work, we provide:

- A career pathway
- Enhanced disclosure check paid for by the Trust
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates. and a requirement to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

#### How to apply:

If you wish to discuss this role or arrange a visit to the school, please contact the school office on 0114 2467536.

You can download the word version of the application form from Cascade's website. Please do not use Sheffield City Council application form.

[www.cascademat.co.uk](http://www.cascademat.co.uk)

or alternatively an application form can be obtained by e-mailing [recruitment@beckprimary.co.uk](mailto:recruitment@beckprimary.co.uk)

Your completed application should be emailed to

[recruitment@beckprimary.co.uk](mailto:recruitment@beckprimary.co.uk)

Closing Date: Monday 22<sup>nd</sup> April 2024, 09.00am

Interview Date: W/C 29<sup>th</sup> April 2024





# CASCADE MULTI ACADEMY TRUST

## JOB DESCRIPTION

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<b>SCHOOL</b>	<b>CASCADE MAT – BECK PRIMARY SCHOOL</b>
<b>POST TITLE</b>	<b>CATERING ASSISTANT</b>
<b>NAME</b>	
<b>ROLE PROFILE</b>	<b>EO1</b>
<b>JOB NUMBER</b>	<b>SCH/FM/EO/001</b>
<b>GRADE</b>	<b>2</b>
<b>RESPONSIBLE TO</b>	<b>COOK/SUPERVISOR</b>
<b>RESPONSIBLE FOR</b>	<b>N/A</b>
<b>HOLIDAY AND SICKNESS COVER</b>	
<b>PURPOSE OF JOB</b>	<b>TO WORK AS PART OF A TEAM PROVIDING A CATERING SERVICE TO THE SCHOOL</b>

<b>RELEVANT QUALIFICATIONS</b>	
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<b>JOB DESCRIPTION FOR POST OF:- CATERING ASSISTANT</b>
<b>SPECIFIC DUTIES AND RESPONSIBILITIES</b>

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools**

1. Catering Assistants are required to work on various food points and coffee bars and breakfast bars.
2. To assist in the preparation of food and drink.
- 3 To assist in the serving of food and drink.
4. To assist in the washing up after the above.
5. To work as part of a team in the cleaning of all work areas.
6. To assist in the periodic deep clean work associated with food areas.
7. To undertake cash handling and/or the operation of a till in some sites.
8. To comply with, influence and promote Sheffield City Council's Equal Opportunity Policy in the provision of the service, encouraging access to and uptake of the service wherever possible and whenever required.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Cascade MAT's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE: April 2021</b>
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<b>Catering Assistant</b>
<b>Person Specification</b>
All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification
<b>Experience</b>
Experience of working in a catering environment is desirable
<b>Essential Skills/Knowledge</b>
Knowledge of health and safety and good hygiene practice
Reliability
Personal cleanliness
Ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines
Communicate effectively with both staff and pupils
Work flexibly and share workloads, particularly during periods of pressure
Ability to follow schedule for kitchen and equipment cleaning and checks and keep accurate record
Awareness of different dietary requirements of pupils and common food allergens
Knowledge of basic food groups and common preparation methods
Understands the importance of whole school approach to food and the impact this has on pupils
Self-motivating and able to act on own initiative with minimal levels of supervision
To be personally organised
<b>Experience / Qualifications/ Training etc.(if any)</b>
Willing to undertake any appropriate training
Prepared to be involved in the process of performance management
Good work ethic and time management
<b>Work related circumstances</b>
Able to work in conditions related to schools
Prepared to work hours required by school

## The Appointment Process

These notes are intended to guide you when making an application

### Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

### Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is

### Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

### Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

### The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack. Please limit your supporting statement to two sides of A4 in size 11 font

## Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an Interview and Task(s) associated with the role

## Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

## Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

## Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

[Recruitment@beckprimary.co.uk](mailto:Recruitment@beckprimary.co.uk)

## Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

## Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>

