



JOB DESCRIPTION & PERSON SPECIFICATION

LUNCHTIME KITCHEN ASSISTANT: SCP 3 £24,027 pro rata (£12.45 p/h)

Contract Type: Permanent

Working Pattern: Mon-Fri, Lunchtime: Core hours 11:30 – 13:30 (Term Time only)

Hours per week: 12-16

Location: Cedars Low Fell, Ivy lane

Salary: SCP 3 £24,027 pro rata (£12.45 p/h)

Responsible to: Academy Business Manager | Senior Leadership Group

Cedars Academy is a specialist provision for young people aged 3 to 19 years with physical, sensory and medical needs, speech, language and communication disorders, autism, and a wide range of other complex needs often associated with emotional vulnerability. The Academy operates over two sites, Cedars Low Fell at Ivy Lane (EYFS-KS4) and Cedars High Heworth (former Colegate School)(KS3/4/5).

We are currently seeking to appoint a part-time Catering Assistant at our Low Fell site to begin as soon as possible. Candidates must work well in a busy team and enjoy working alongside children with a range of complex learning and emotional needs. Food, tastes, textures and smells can be a big thing for some of our children, so we need staff who are patient and caring.

Safeguarding Statement

All staff and trustees are committed to our moral and statutory responsibility to safeguard and promote the welfare of all children at Cedars Academy. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. Our safeguarding procedures apply to all staff volunteers, visitors and trustees and are consistent with those of the Gateshead Safeguarding Children Partnership (GSCP, formerly LSCB).

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| Job Description | |
| The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | |
| Summary of the role: | To generally support the catering function in providing a high quality catering service for the Cedars Academy Trust students and staff. To undertake food preparation duties and cooking tasks, to serve meals and refreshments, to clean the kitchen and equipment. |
| Accountable to: | Senior Leadership Team and Trustees |
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| Main duties and responsibilities: | <p>ORGANISATION</p> <ul style="list-style-type: none"> To prepare and clear the dining facilities as instructed by the Catering Manager in line with pre-agreed seating/serving plans. To serve meals at appropriate times and in the appropriate quantities / manner in order to meet customers' needs and agreed catering standards To ensure that a high standard of hygiene is maintained in the kitchen <p>ADMINISTRATION</p> <ul style="list-style-type: none"> Keep a check on stock levels and inform the Catering Manager of low stock levels <p>RESOURCES</p> <ul style="list-style-type: none"> Maintain tidy and organised work spaces and storage areas Check equipment / machinery used and ensure health and safety guidelines are adhered to Work as support to other colleagues and the Catering Manager Such other responsibilities allocated which are appropriate to the grade of the post |
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| Person Specification Catering Assistant The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | | | |
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| | Essential These are qualities without which the Applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of assessment |
| Qualifications | Basic reading and writing skills Basic numeracy skills | Food Safety And Hygiene For Catering | Application, References, Interview |
| Experience: | Experience of the preparation and cooking of simple food & beverages | Experience of all aspects of cleaning equipment (light and heavy), walls, floors, fixtures and fittings, cooking utensils, cutlery, | Application, References, Interview |
| Skills | The ability to complete tasks speedily and accurately. | Ability to exchange routine verbal information clearly with children | Application, References, |

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| | The ability to communicate effectively with colleagues, pupils, staff and visitors. The ability to complete all necessary documentation including temperature sheets and cleaning schedules. | and adults Understand and support the differences in children and adults and respond appropriately | Interview |
| Knowledge | General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations. | | Application, References, Interview |
| Personal competencies and qualities | The ability to work either alone or as part of a team. | | Application, References, Interview |
| Other Requirements post job offer | High standards of personal hygiene. To be a role model to children and set an example. | | Interview |

COMPLETED APPLICATION FORMS SHOULD BE FORWARDED TO: **Gareth Kyle, Academy Business Manager**

CEDARS ACADEMY, IVY LANE, LOW FELL, GATESHEAD, NE9 6QD: recruitment@cedarstrust.org.uk

This Job Description is a general outline of the post as it is currently perceived by Cedars Academy. It is not intended to be restrictive or definitive.

Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation's strategic plan.

The responsibilities of the post may change in line with continuous improvements as Cedars Academy aims to meet its vision and best respond to the needs of disabled people accessing our services.

This job description will be reviewed annually (and may be reviewed at any other time) and if necessary other duties at no higher level of responsibility may be interchanged with/added to this list as required following consultation between the post holder and the head teacher.

CEDARS ACADEMY IS AN EQUAL OPPORTUNITIES EMPLOYER