

The Polesworth School

ENSURING EXCELLENCE

**TEMPORARY CATERING
ASSISTANT
SCALE B
POINTS 6 - 8**



The Polesworth School

ENSURING EXCELLENCE

Dordon Road, Dordon, Tamworth, Staffordshire, B78 1QT

Telephone : 01827 702205

Fax : 01827 702206

The Polesworth School is a thriving 11-18 comprehensive with a dynamic and expanding sixth form that is very popular and well regarded by its North Warwickshire community. It is a founder member and lead school of the Community Academies Trust - A DFE sponsor and newly formed and growing academy chain. We have also been designated as a National Teaching School.

Our school is OUTSTANDING! OFSTED recognizes the exceptional levels of academic success, care, welfare and relationships that exist across our school.

Temporary Catering Assistant (to cover an absence) 22.5 hours a week Term time only (39 weeks/year) Scale B Point 6 - 8 (£10,527.24 - £10,676.22)

The Directors of the Community Academies Trust wish to appoint a temporary Catering Assistant working under the supervision of the Catering Manager, who will assist with the production and serving of food items and in the care and cleaning of the kitchen and catering equipment, in accordance with the school's standards.

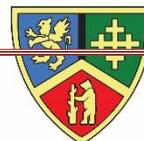
Your professional development is very important to us. We have a supportive induction programme and a range of systems to help you continue to develop as a professional.

As part of our commitment to safeguarding and promoting the welfare of children you will be required to undertake a criminal record check via the Disclosure and Barring Service (DBS).

Full details are available to download from our school website www.thepolesworthschool.com, however should you require any further information please contact Mrs N Holland, P.A. to the Headteacher, by phone or e-mail: n.holland@thepolesworthschool.com.

Closing date: 1.00 pm on Wednesday 7th November 2018





Our ref MF/NH

October 2018

The Polesworth School

ENSURING EXCELLENCE

Dear Applicant

Post of Catering Assistant

Thank you for requesting details of the above post and your interest in our school. Polesworth is a true Comprehensive with an intake covering the full ability range. Examination results are consistently good with students achieving at or above the national average in the majority of subjects and this is reflected in our outstanding progress scores, which consistently place us amongst the top schools in the country. Standards are equally high in other areas so essential to a balanced education, such as sport, music and drama.

On the 1st November 2012 we established the Community Academies Trust—a recognised Academy Sponsor, recently commended by the DFE for the 'strong performance' across our academies. We are very pleased to be able to announce that our 'Outstanding' status was again recognised by Ofsted in March 2015. The school is over-subscribed with a roll of approximately 1500, including a thriving sixth form.

Polesworth occupies a very attractive site, set amongst trees and gardens in ten acres of grounds. We are well-resourced and have a good range of facilities, including a Sports Centre whose use is shared with the community, a Drama studio, a separate sixth form block with its own teaching, study and social areas and three new buildings built within the last 10 years—the most recent opening in January 2013.

Key Stage 3 students study all National Curriculum subjects. We teach French and German and all Year 7 students are taught in mixed ability and broad ability groups. In Year 8 broad ability setting is sustained. From September 2017 all subjects commenced Key Stage 4 in Year 9 and students follow a common core of English, English Literature, Mathematics, Science, a Modern Foreign Language, RS, PE and PSHE. In addition they take three option subjects. Tomlinson Hall Sixth Form Centre offers a very wide range of 'A' Levels and some vocational courses.

There is a happy and committed staff team of over 200. The Strategic Leadership Team comprises the Headteacher, three Deputy Headteachers, the Director of Post-16, three Assistant Headteachers and the School Business Manager. There is a team of 3 Raising Standards Leaders who each lead a Cluster of Departments. All staff at the school work hard to ensure that all students develop and achieve their aspirations. This work is based on high expectations, care and an individual understanding of all our young people.

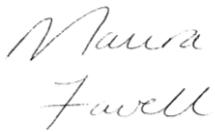
The pastoral structure of the school is House based with mixed age tutor groups. The four houses fulfil an important role in establishing the ethos of our school—an ethos based around ensuring excellent social and academic achievement. There is healthy rivalry between the Houses in a range of activities including sport.

We have a great deal of experience in promoting the development of all staff, whether teaching, administrative or support. We also work in association with a number of local university education departments for ITT and lead a School Direct alliance. Indeed, this has been recognised by the National College for Teaching & Leadership with our designation as a National Teaching School. We have a well-established induction programme for all staff who join us, our school is a wonderful place to work. Visiting us, you will be struck by a thoroughly uplifting and purposeful working environment that has an excellent mix of social and academic success.

We look forward to receiving your application if you feel that The Polesworth School is the school for you. Please enclose a supporting letter with your application form describing how you feel your experience to date has prepared you for this role.

Of course, feel free to address any other issues that you feel are relevant, besides those listed. The closing date for applications is 1.00 pm on Wednesday 5th November 2018 with interviews shortly thereafter. Please note that applications will be considered upon receipt.

Yours sincerely

A white rectangular box containing a handwritten signature in cursive script that reads "Maura Favell".

Maura Favell
Headteacher

POST TITLE: CATERING ASSISTANT

POST LEVEL : Band B, scp 6 - 8

BROAD DESCRIPTION

Assist with the production and serving of food items and in the care and cleaning of the kitchen and catering equipment, in accordance with the school's/authority's standards.
Work is undertaken under the guidance of the cook/catering manager

Responsibility for others: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

Responsibility for staff: The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for budget: The post has some direct responsibility for and is accountable for handling cash, processing cheques, invoices or equivalent or is accountable for small budget.

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving day to day maintenance of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment

TYPICAL TASKS

Wash up (manual and dish washer)
Wash tea towels and dish cloths
Clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls, store areas
Put out, lay and return to storage, furniture used in the dining room
Clean dining area
Set up plates and cutlery for use
Assist with food preparation, including weighing ingredients, washing and chopping fruit and veg, making salads, drinks
Serve food, including offering encouragement and guidance to assist pupils in making choices
Receive food deliveries, check off and put away
Keep records
Handle cash payments for sales

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

Literacy and numeracy skills required to be able to read instructions, work out simple measurements and undertake simple arithmetic.
No previous experience necessary.
Able to operate equipment and use materials
Understand and can work to procedures, follow straightforward instructions and read labels.
Understand and operate within regulations, policies and procedures, eg. HASAW
Can identify straightforward solutions to simple problems, eg improving working methods.
Understand food hygiene requirements/regulations - through on the job or in house training
Can exchange straightforward information with colleagues and users

Our ref PH/AB/NH

October 2018



Community Academies Trust
The Polesworth School,
Dordon Road,
Dordon,
Tamworth,
Staffordshire B78 1QT

T 01827 702216
E n.holland@communityacademiestrust.org
W www.communityacademiestrust.org

Dear Applicant

Community Academies Trust

Thank you for acquiring details of this exciting opportunity to join The Polesworth School. We are all exceptionally proud of the staff and young people at the school as they have created a wonderful community school with a national reputation for excellence.

Our Trust originated as The Polesworth School Academy Trust and then became the Community Academies Trust after going into partnership with Birchwood Primary School in November 2012. Both of these schools were judged outstanding by OFSTED within the last 3 years and are National Teaching Schools. The Trust has grown since 2012 and now comprises five secondary schools and eight primary schools in Warwickshire, Staffordshire and Telford. Other schools are currently consulting on joining our Trust.

We are proud of our community school based origins and organise ourselves so that schools operate locally, sharing resources and excellent practice with other CAT schools that are geographically close. The Polesworth School is in our North Warwickshire/East Staffordshire Hub that consists of one further secondary school and 4 primary schools.

Our Trust is a values driven organisation, believing fundamentally in the talent of young people and is driven to ensure local communities have exceptional schools. As a high performing sponsor, the Trust has a track record of improving schools and if successful you will be an important leader and significantly influential on the journey of continual school improvement.

Your professional development is crucial to us and you will be well supported both by colleagues in The Polesworth School and others across Tamworth and the wider Trust. The opportunities for further professional progression and enrichment are significant and enhanced by our proactive approach to the support and development of all our staff.

Our website describes the Trust and our work in more detail - www.communityacademiestrust.org

Good luck with your application. I look forward to meeting you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Philip Hamilton', written in a cursive style.

Philip Hamilton
Chief Executive Officer

INFORMATION FOR APPLICANTS

Application Form - Please note that it is essential that a **fully completed** application form is submitted. Please provide details of two referees, one of whom should be your present/most recent employer. References will **not** be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references ('To whom it may concern') will not be accepted.

The Polesworth School is committed to safeguarding and promoting the welfare of children and young people. Candidates for vacant posts are expected to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to complete an Enhanced Disclosure from the Disclosure & Barring Service (DBS). Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

We look forward to receiving your completed application.

If you require any further information or wish to arrange a visit to our school please contact Mrs Nicky Holland, Head's PA and Head of Administration, either via email (n.holland@thepolesworthschool.com) or telephone 01827 702205.