



THE
GRANGE
JUNIOR
SCHOOL

Recruitment Pack
Catering Assistant



Welcome

Thank you for your interest in the position of Catering Assistant at The Grange School in Hartford. We are an independent, co-ed school for children aged 4-18 located in the heart of Cheshire and we are looking for passionate and dedicated teachers who are committed to helping our students reach their full potential.

We are committed to providing a rigorous and engaging curriculum that meets the needs of all learners. The curriculum is aligned to the latest standards, and it is designed to challenge students and help them reach their full potential. We also believe that it is important for teachers to be lifelong learners themselves, so the school offers a variety of professional development opportunities for teaching staff to stay up-to-date on the latest teaching practices. These opportunities can help you improve your skills and knowledge and be more effective in the classroom.

The school has a supportive and collaborative school community. Teachers and support staff work together to create a positive learning environment for students. They also provide support and resources to each other, which helps everyone to be more effective in their work. The Grange School is committed to providing a high-quality education for all students, and we are constantly striving to improve. If you are a passionate and dedicated teacher looking for a school that is committed to providing a first-class education for all students, then The Grange is the place for you.

If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Officer by email to: recruitment@grange.org.uk, or call 01606 539039.

Dr Lorraine Earps
Head



Welcome to The Grange Junior School



The Grange Junior School provides an outstanding start to any child's educational journey. We understand the importance of these formative years in the development of each young person and want every child to develop a love for school and for learning. From Reception, at age 4, where we begin to encourage and nurture the potential of each child, through to Year 6, where enjoyment of learning is fuelled with challenge, risk and diversity, we strive to inculcate the values, skills and understanding of the world that will last each child a lifetime.

Our ambition is to ensure that at age 11, every child in our care is ready to leave, able to independently and successfully embrace a Senior School education. At the same time, we hope that they will look back with great fondness about their Junior School years.

We achieve this by offering a stimulating academic programme, attentive pastoral care and a competitive, varied enrichment programme, all delivered in impressive, modern facilities. Yet it is the caring relationships that we develop with every child and their parents that are the most important asset to ensuring educational success and happiness.

We have three-form entry at Reception with class sizes from 20 children in each Reception class, steadily growing our three forms up to 24 children from Year 3 to Year 6. As a 4 to 18 school, almost all of our children progress onto the Senior School without the need for any formal assessment.

Ben Tagg
Head of the Junior School

Hartford, Cheshire

Hartford is a village in Cheshire West and Chester, 2 miles to the south west of the town of Northwich and surrounded by Weaverham to the north, Kingsmead and Davenham to the east, Whitegate and Marton to the south and Cuddington to the west.

The village was recorded in the Domesday Book of 1086, when the Manor was held by Gilbert de Venables as part of the Barony of Kinderton. In 1644 during the English Civil War a battle was fought at Hartford Green when Royalists from Chester encountered the Parliamentary forces from Northwich.

Hartford has a number of Grade II listed buildings including Hartford Hall Hotel which dates from the 16th century and Vale Royal Railway Viaduct, built in 1837. There are also a number of local shops including a newsagents, hairdressers, dry cleaners, florist, a cafe and a butcher. The village is also home to Hartford Tennis Club, Hartford Cricket Club, a bowling club, and a golf course with a driving range.

The A556 bypasses the village as part of the Northwich bypass and the bridge that carries the road over the River Weaver is known as Hartford Bridge or Blue Bridge, and was built in 1938. Hartford is served by Hartford railway station on the West Coast Main Line between Liverpool and Crewe and by Greenbank railway station on the Mid-Cheshire Line between Chester and Manchester Piccadilly.



Catering Assistant

The Opportunity

Hours: 11.00am until 2.30pm, Monday to Friday, term time only

Salary: £9,082 per annum

Reports to: The Junior School Catering Manager

The role offered is Catering Assistant at the Junior School. This is a permanent position.

This role is in our Catering Team who prepare and serve lunch to all children in the Junior School. The successful candidate will help with the preparation of food and setting up the dining hall. During the lunch service the role will be required to either serve meals or work in the dining hall to keep tables cleaned and clearing used crockery and utensils. The role also includes cleaning down in the dining hall and the kitchens at the end of the lunch session. There are opportunities to work additional paid hours for events that run outside of the contracted hours.





Catering Assistant Responsibilities

Food Preparation

- Assist in the preparation and presentation of food.
- Prepare all food items within agreed cooking methods and portion controls.
- Implement and maintain the School's food standards, and work with the Cook and Catering Manager to improve where possible.
- Ensure the food safety of pupils with particular and special diets.

Health and Safety

- Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
- Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.
- Carryout a deep clean as directed by the Catering Supervisor.
- Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
- Report immediately any machinery faults to the Catering Supervisor.
- Co-operate with the employer on all issues relating to health, safety and welfare.
- Maintain a high standard of personal cleanliness and hygiene.

Catering Assistant Responsibilities

Lunch Service – either serving food or keeping the dining hall clean and tidy

- Ensure all food products are attractively displayed at all times.
- Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.
- To provide the highest possible standards of presentation.
- In the dining hall assist children with clearing of crockery, cutlery and waste food.
- Promote a warm and friendly atmosphere in the dining hall.
- Promote excellent levels of cleanliness in the dining hall.
- Keep the clearing table tidy and clean and taking dirty items to the kitchens throughout the service.
- Clean dining tables between sittings and clear up any spillages as they occur.
- Handling food waste.
- Support the midday team in the supervision of children in the dining hall and assisting children as needed.

General

- Promote positive behavior and good relationships between the children, having absolute regard to the safety and welfare of the children on the School's premises
- To assist in the delivery of events and functions including set-up, serving and clearing following the event.
- Attend meetings and training courses as may be required for personal and professional development.
- Undertake such other work as may be requested by the Catering Supervisor up to or at a level consistent with the principal duties and responsibilities of the role.





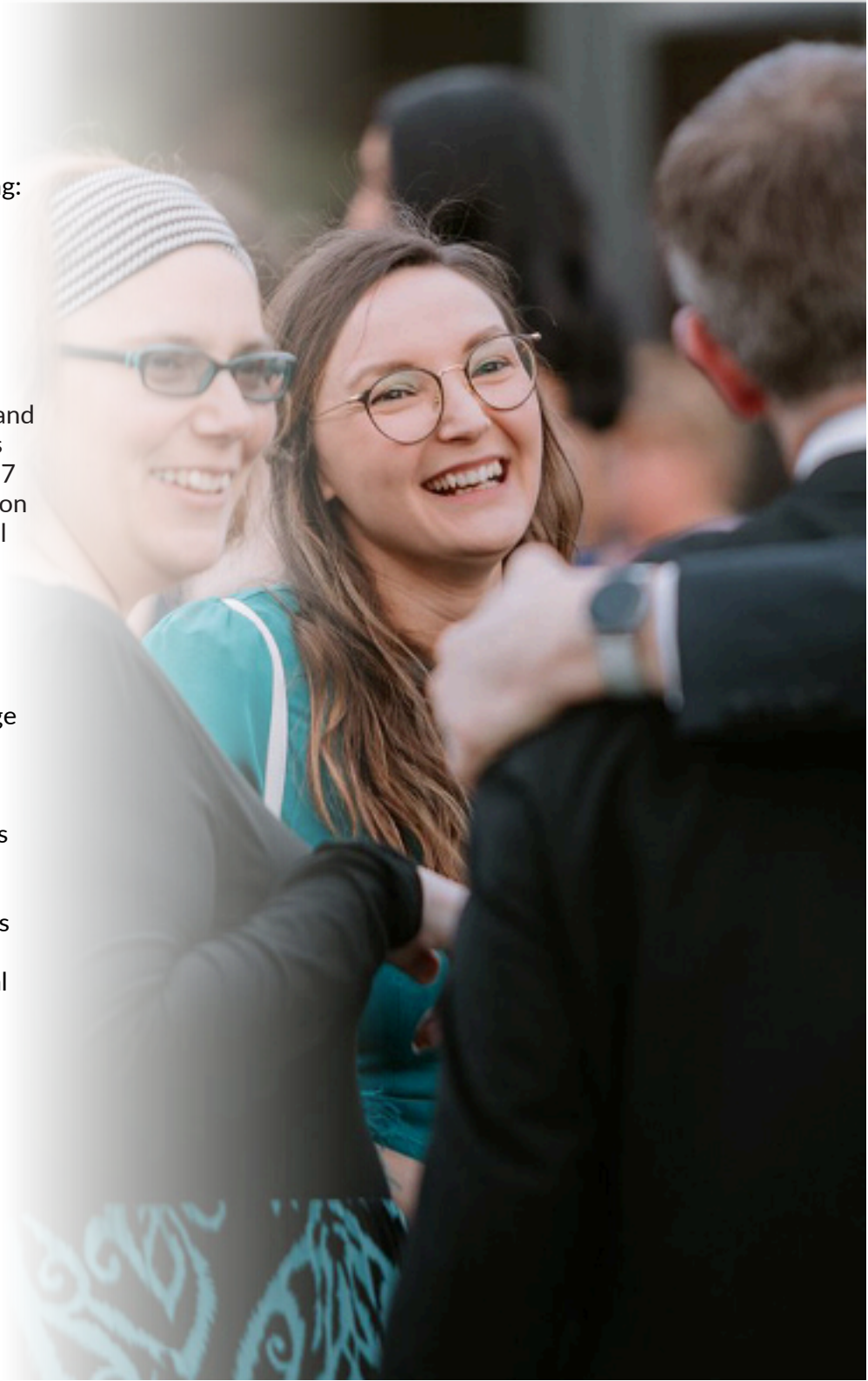
Catering Assistant The Person

	Essential	Desirable
Education		
Basic Food Hygiene Certificate		✓
Experience		
Have experience of working within an educational catering environment.		✓
Knowledge and Skills		
Good organisational and planning skills with an eye for detail.	✓	
An ability to work under pressure to tight deadlines.	✓	
Someone who can manage their own time effectively and who possesses a willingness to work happily alone as well as with others.	✓	
Willing to undertake training as required.	✓	
An effective communicator with the confidence to work with many different people across the <u>School</u> , ensuring that colleagues are supported.	✓	
Attitude		
A flexible approach to working hours to suit the varying peaks and troughs that the job entails	✓	
Someone whom recognizes that the pupils are our primary importance	✓	
Commitment to the safeguarding of our pupils	✓	
Ability to keep calm in a busy and demanding environment.	✓	
High personal and professional standards.	✓	
Positive 'can do' approach.	✓	
A friendly colleague.	✓	
A good sense of humor.	✓	
Examine systems critically, and suggest ways of improving efficiency.	✓	

Employee Benefits

Here at The Grange School we offer a competitive package of employee benefits, including:

- **Employee Assistance Programme: with Health Assured**
- **Healthcare:** We have partnered with Benenden Health to look after your health and wellbeing. Healthcare membership gives employees access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines. You can also take advantage of exclusive offers on other products including discounted health assessments, health, cash plans, travel and home insurance and discounts on self-funded treatments.
- **Pension:** Aviva Pension Scheme
- **Use of on-site facilities:** Staff have free membership to the school's onsite gym, outside of school hours and use of the sports hall. All staff can also take advantage of discounted ticket prices to shows at The Grange Theatre.
- **Social events:** All new staff are invited to join us for a welcome meal and we also host an annual summer BBQ and Christmas party. A variety of wellbeing activities are also planned around school INSET days.
- **Staff discounts:** The Grange has partnered with 'Benefit Hub' who offer discounts and money-saving deals on shopping, holidays, insurance etc. We have also partnered with local businesses who offer discounts on car maintenance and local gym memberships.
- **Subsidised lunch: in dining hall**





How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: recruitment@grange.org.uk.

Applications can also be returned to us by post, to: Recruitment, The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

We reserve the right to make an appointment once a suitable candidate is found. Therefore, early applications are strongly encouraged. Interviews will be held on an on-going basis.

The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974.



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