

## Job Profile

Saxon Hill School				
Job Number	Post Title	Grade	Points	Date
A8779	Assistant Catering Co-ordinator	Grade 3	338 NJC	April 2008

### Reporting Relationships

**Responsible to:** Catering Coordinator

### Purpose and values of department

To prepare and serve healthy fresh food and to link this to education and life skills to promote optimal health, to develop social skills and to ensure students achieve their maximum potential.

To ensure that all aspects of food and nutrition at Saxon Hill School and the School's Sleepover Club promotes the health and well being of pupils, staff and visitors whilst supporting individual need.

### Statement of Purpose

To assist with the day to day provision of an efficient catering service that meets the needs of the school.

### Support to Pupils

- Skilled cooking and preparation.
- Preparation of special diets.
- Transporting and serving meals.
- Provide refreshments as required for meetings held at the school.
- Setting up and clearing away service points and dining equipment and furniture.
- Washing up.
- Moving dining furniture.
- Filling and cleaning of vending machines.

### Support Resources

- Assist with the collection and reconciliation of monies in consultation with the clerical staff.
- Basic record keeping.

### Health, Safety and Hygiene

- Assist control of Health and Safety, and hygiene.

### Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

### **Financial Management**

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

### **People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification**  
**Assistant Catering Co-ordinator**  
**Level 2**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous large-scale catering experience.</li> <li>• Some supervisory experience.</li> </ul>	vA/I
	<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Basic food hygiene certificate</li> <li>• A recognised national qualification in catering or willingness to undertake training</li> <li>• Participation in development and training opportunities</li> </ul>	A/I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Ability to work constructively as part of a team and on own initiative.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Have flexible approach to work.</li> <li>• Demonstrate the understanding and ability to maintain a safe and hygienic working environment.</li> <li>• Maintenance of a professional, clean and hygienic appearance               <ul style="list-style-type: none"> <li>○ Uniform will be provided and must be worn.</li> <li>○ Stomat shoes will non-slip soles must be worn.</li> <li>○ Long hair must be tied back and held in a net.</li> </ul> </li> <li>• Good understanding and ability to use specialist equipment/ resources.</li> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> <li>• Must be able and willing to take holidays during school closure periods.</li> </ul>	A/I
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions,</li> </ul>	A/I

	<p>participating, trusting and encouraging others and achieving expectations.</p> <ul style="list-style-type: none"> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	
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A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the

**SSC Recruitment Team on 01785 276480**