

Information for Applicants

Location	<i>Riddlesdown Collegiate, Purley</i>
Required	20 th February 2023
Terms	Part-time, 32.50 hours per week, 7am – 2.00pm Term-time only (working 38 weeks, paid 43.6 weeks)
Salary	£11 per hour; £15,587 per annum
Closing Date	Friday, 10 th February 2023, 12.30 pm
Interviews	w/c 13 th February 2023





The Collegiate Trust
Exceptional Education for All

Our Partnership of Academies

The Collegiate Trust exists to improve education in Crawley, Croydon and surrounding areas. We work in partnership with academies whose values and approaches align with ours, and who want to work collaboratively within a forward thinking and ambitious organisation.

Academies in The Collegiate Trust



- maintain a strong individual identity within a powerful local partnership
- work collaboratively to improve education in each of our partner schools
- achieve value-for-money on highly cost-effective services delivered through the Trust
- have the opportunity to contribute to the development of outstanding new provision where it is needed, through the free schools programme
- drive forward standards within their school under a well-supported but autonomous Principal and a strong Local Governing Body
- deliver our mission of **Collaboration to Deliver Exceptional Education** and achieve our vision of **Exceptional Education For All**



Our Vision

Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments.

Such an exceptional education has three features:

- A rigorous academic education which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of creative learning experiences which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of personal qualities and skills through the rich curricular and extra-curricular work in the academy and beyond, developing successful adults who respect each other and their surroundings



Welcome

Dear Applicant

Thank you for your interest in the post of *Catering Assistant*. I hope that this information pack will help you to learn more about our fantastic team and that you will be excited about the prospect of joining us.

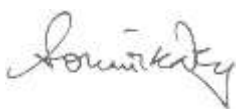
The Collegiate Trust is a forward-thinking and dynamic place to work. Our mission is to collaborate in order to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning.

We are seeking an enthusiastic, motivated and skilled person to join the Trust's Catering team at Riddlesdown Collegiate who will be responsible for supporting with the effective running of the 6th form catering outlet within the school. Your customer service skills, ability to multi-task, prioritise and work within a small team in a busy environment are essential. You will report to the Catering Manager. This is a part-time, permanent position working during term time only.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and our Trust may be right for you. If you have any queries or would like an informal discussion about the role, please contact Kelly Livingstone, Director of Operations, at Kelly.Livingstone@collegiate-trading.org.

To apply, please complete the form on our website <https://tct-academies.org/vacancies/>, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. I look forward to hearing from you.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Information about *The Collegiate Trust (TCT)*

TCT has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff; in 2017 Riddlesdown was awarded the *World Class Status Quality Mark*. *Gossops Green Primary*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018, *The Quest Academy* on 1st June 2018, *Courtwood Primary* and *Quest Primary* on 1st September 2018 and *Kenley Primary* on 1st September 2021.

TCT educates over 4200 children and young people from nursery up to 18 years of age. The responsibility that places on us is huge, but we are excited by the positive impact we already have on the lives of so many. We also employ almost 700 staff, and recognise our responsibilities as an employer in looking after the great people who work with us. Our work in developing pedagogy is built on the very best classroom practice and we are driven by our determination to make a difference to our pupils and students; we want each of them to get a great education as a result of attending one of our academies.

Each academy within the Trust is supported centrally by our team of *Directors of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Chief Finance Officer & HR Manager* on business management and HR issues, the *Governance Manager*, and the *CEO* on wider leadership issues; the Director of IT leads the strategic development of this work across the Trust, with support on data and tracking also coming from the *Management Information & Data Team*. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's *Board of Directors*.



Job Description

Purpose of the Post: The post holder will be responsible for supporting the operation of the day to day running of the 6th form catering outlet.

Accountable to: Catering Manager

The duties and responsibilities for this post are listed below. All duties are subject to periodic review and job descriptions can change according to the needs of the Academy. All colleagues appointed to the Support Team will be expected to demonstrate a wholehearted commitment to the development of support for the students and a willingness to assist Senior Leadership in preparing for, and adapting to, the changing needs of the Academy.

DIMENSIONS OF THE ROLE:

- Genuine interest in customer service excellence
- Ability to communicate at all levels
- Preparation of meals
- Till Usage
- Service
- Ensure the cleanliness of the kitchen, its equipment and surround
- Ensure the security of the kitchen, associated stores and surround
- Ensure the Food Hygiene and Health and Safety Regulations are adhered to at all times.

DUTIES AND RESPONSIBILITIES:

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with The Collegiate Trust policies.
- To co-operate with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with The Collegiate Trust equal opportunities policies.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- Ensure that the Health and Safety at Work Act as defined by the County Council is observed within the kitchen and report any accidents in the kitchen or complaints regarding staff welfare
- Report faults in equipment and request necessary day to day maintenance of premises
- Ensure that no food is removed from the premises without prior permission.
- Carry out any other reasonable duties within the overall function of the job.

Person Specification

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.

Qualifications
Kitchen experience
Basic Maths and English
Customer Service
Experience
Effective working with young people of a range of ages and abilities
Evidence of making an effective contribution to the team
Kitchen experience
Skills and Attributes
Ability to deliver high quality food to students, staff and visitors
Ability to be an effective team member
Capacity to work alongside colleagues, contributing effectively to a team
Ability to quickly establish and maintain positive relationships with students and staff
Understanding of safeguarding issues and promoting the welfare of children and young people
Well-developed communication skills, including written and oral literacy and competent ICT use
Suitability to work with children
Potential for professional progression
Commitment to extra-curricular activities

The Collegiate Trust

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