



*Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.*

# **General Catering Assistant**

## **Candidate Information Pack**

August 2024

Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. Included in this pack is information about the academy, ARK schools (who sponsor the academy) and the role of General Catering Assistant

This is an opportunity to join a well-established and respected catering team. We are looking to recruit a hardworking and positive individual to work amongst our team of 11, reporting directly to the School Chef/Catering Manager. You will be responsible for assisting in the daily catering operation which serves 1000+ people, nutritious and wholesome meals every day ensuring the kitchen hygiene standards are maintained throughout the day.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We now have three years of Ark primary students who have transferred to secondary. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

To apply, follow the link at <https://arkacademy.org/vacancies> by **8am on Monday 9 September 2024**. For more information on the role please contact Victoria Longdon, Catering Manager at [v.longdon@arkacademy.org](mailto:v.longdon@arkacademy.org) or 020 8385 4370.

We wish you the best with your application

**Delia Smith OBE**  
Principal



## Ark Academy

### The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 16 years. She has also been a schools' inspector and was awarded an OBE for services to education.

### About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

### Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



### About ARK Schools

ARK Schools is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. ARK Schools has no faith affiliations.

All the ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 38+ schools in the UK across London, Portsmouth, Birmingham and Hastings Each of our schools has its own distinctive character, reflecting its local community.

## About the Catering Team

The catering team is made up of 11 different staff members, all with varying responsibilities. From catering manager, cook supervisor, café supervisor, catering assistants, kitchen porter and mid-day supervisors. Ark academy's catering team have 3 services windows a day, consisting of breakfast, break time, and lunch. They also provide refreshments to events and meetings. The team have a reputation for being hard working but delivering a fantastic service that is respected school wide.



## Job Description: General Catering Assistant (Part Time)

**Reports to:** Catering Manager/School Chef  
**Salary:** Support scale 1 point 2  
**Hours:** 25 hours per week, 42 weeks per year (some flexibility will be required)  
Mon – Thur 11am to 4pm  
Fri – 10am to 3pm

### Key responsibilities

To provide general assistance in the Main kitchen, dining halls and six form cafe including cleaning, washing up, basic food preparation, and serving meals.

### Responsibilities

- To prepare and set up the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service.
- To record food temperatures and labelling of stock items in accordance with procedures
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near-misses, to the Catering Manager
- To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy
- To serve the food to a high standard and interact with the staff and pupils in an appropriate and helpful way
- To set up the serving and dining areas as directed by the Catering Manager
- To serve food and always provide a helpful and knowledgeable service
- To ensure food is replenished and kept clean throughout service
- To operate a cashless till and any other items of catering machinery or equipment as directed by the Catering Manager/School Chef
- To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and cleaning procedures
- To take part in deep cleaning of the kitchen, food storage, serving and dining areas of the academy during academic holidays (**October half term, February half term and July-first week of the summer holidays**)
- To receive deliveries and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage location, ensuring that all stock is dated and rotated in accordance with directions from the Catering Manager
- To prepare and deliver refreshments for special functions, collect and clean dirty cutlery, crockery, and other serving items after functions, as and when required. **This may include some evening work, therefore requires flexibility**
- To work as part of a team to ensure that all service requirements are met
- To ensure all jobs are completed at the end of the day
- To attend training courses as and when required.

### Other

- To undertake various responsibilities as directed by the Catering Manager, Operations Manager, SLT Head teacher and the Principal
- This job description is subject to change with the agreement of the post holder.

## PERSON SPECIFICATION

### Qualification Criteria

- Right to work in the UK
- GCSE level 4 Math's and English or equivalent level qualification.
- Relevant Health & Safety and Food Hygiene qualifications desirable.

### Experience

- Experience of catering essential
- Experience of working with children preferred.

### Personal Characteristics

- Hard working, conscientious and organised
- Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
- Good role model for both students and staff, with high expectations for self and others
- Genuine interest in and willingness to help children to learn how to eat healthily.

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training.
- This post is subject to an enhanced Criminal Records Bureau disclosure.

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined here but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## ARK Safe Recruitment Procedure

ARK is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### Disclosures

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

### Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information

### Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

## WHERE TO FIND US



**Wembley Park (Jubilee/Metropolitan Line)**



**Chiltern Railways**



**Buses: 206, 245, 297, 83, 182**

### By Car: A479

Postcode for satnav: HA9 9JR

A406 North Circular Road (15 minutes away)

**Ark Academy** Bridge Road London HA9 9JP

Tel: +44 (0)20 8385 4370

Email: [admin@arkacademy.org](mailto:admin@arkacademy.org)

Website: [www.arkacademy.org](http://www.arkacademy.org)

