Bure Valley School and John of Gaunt Infant and Nursery School
(Part of Aylsham Learning Federation)

Job Description and Person Specification	
Job Title	**Lunchtime Catering Assistant**
GR Number	**GR0394**
Grade	**Scale B**
Responsible to	**Cook /Headteacher /Head of Finance**

Role and Context

Job purpose

To provide lunchtime assistance to the catering team at Bure Valley School who provide healthy and nutritious food for children at both Bure Valley School and John of Gaunt Infant and Nursery School. Working mainly at Bure Valley School/John of Gaunt Infant and Nursery School (which share the same site) and occasionally at Aylsham High School (part of Aylsham Learning Federation).

Context

The school kitchen provides a variety of food at lunchtime and is extremely popular with pupils and staff. The school has no off-site alternative provision therefore the kitchen plays an essential role in maintaining the daily routine of the school.

Principal Accountabilities

Duties:

- Serving lunch under the direction of the Cook/Headteacher/Deputy
- Walking prepared lunches to John of Gaunt Infant and Nursery School
- Cleaning preparation and eating areas
- Washing up by hand
- General cleaning duties to include floor cleaning

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety & Welfare

Food Safety:

- Comply with all relevant food safety and health and safety legislation, ensuring that the best food practices and kitchen hygiene protocols are adhered to
- Maintain a high standard of cleanliness throughout the kitchen area
- Maintain a high level of hygiene, including wearing protective clothing, such as latex gloves, where necessary
- Adhere to relevant food preparation standards and guidelines

Person Specification This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.
Qualifications and Training
The successful candidate will have: • Food Hygiene Certificate OR be prepared to undertake food hygiene certificate training
Skills/knowledge
• Knowledge of the principles of hygiene and cleanliness, and how these are maintained • Ability to work as part of a team • Able to communicate with children and adults • Flexibility
Personal Qualities
• Good attendance and punctuality record • Excellent time management and organisation • High standards of cleanliness and hygiene • The ability to work under pressure • The ability to maintain successful relationships with other colleagues

General Information

The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job.

This job description may be subject to modification or amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and Federation safeguarding requirements at all times.

Job holders must ensure that they have read, understood and act in accordance with current Federation policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and Federation policies and procedures, within legislation, and with regard to the needs of our Federation and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:
Self – help- we help people to help themselves
Self – responsibility- we take responsibility for, and answer to our actions
Democracy- we give our members a say in the way we run our organisation
Equality- we are genuinely inclusive and pursue success for everyone
Equity- we carry out our work in a way that is fair and unbiased
Solidarity- we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:
Openness- nobody's perfect, and we won't hide it when we're not
Honesty- we are honest about what we do and the way we do it
Social responsibility- we encourage people to take responsibility for their own community, and work together to improve it
Caring for others- we are a nurturing community that takes care of each other and we regularly support charities and local community groups