



ST JAMES'
CATHOLIC HIGH SCHOOL



School Catering Assistant

Candidate Information | November 2023



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous three years
- In 2023, **75% of students achieved at least a grade 4 in English & Maths** while **54% of students achieved a grade 5** in these subjects
- **40 grade 9s and 101 grade 8s in 2023** demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamestheadle.co.uk

Anthony Pontifex
Headteacher



Governors seek the following appointment

School Catering Assistant

Part Time: 17.5 hours per week (term time only plus 5 inset days)

Scale 1 point 2: £22,737 (pro rata) Actual £9198

Permanent

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential,
to encourage learning and development through **faith**,
and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022

The Diocese of Shrewsbury judged our school to be an "Outstanding" Catholic school

Please note a current CES application form and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to headteacherpa@stjamesheadle.co.uk

Application forms are available to download from the school website at www.stjamesheadle.co.uk/jobs

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



School Catering Assistant

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence

Purpose

To support the School Catering Manager in delivering a high quality food and menu service during term time, staff inset days and at occasional evening events as required.

Specific Duties

- To prepare, cook and appropriately present meals for pupils and staff and visitors
- To ensure routine day to day as well as specialised cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas, as directed by the Catering Manager.
- To ensure waste is controlled with regard to preparation and cooking.
- To maintain the highest standards of health, hygiene and safety.
- To manage and control all food, to include; receiving and checking stock, checking equipment and materials are used correctly, closely monitoring portion control.
- To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly.
- To immediately report all accidents, near misses, damage or breakages to the Catering Manager.
- To actively assist in ensuring a food hygiene rating.
- To undertake any other tasks appropriate with the duties and responsibilities of the post
- To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively

General Duties

- To act in accordance with provisions of the School Staff Code of Conduct.
- To abide by the School Data Protection Policy
- To carry out the responsibilities of the post with due regard to all or any of the School equality and diversity policies
- To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk
- To take part in performance management and undertake/ participate in training as appropriate
- To comply with and follow all other school policies and procedures in force and also with the conditions of service stipulated within the contract of employment
- To have an involvement in other associated duties as discussed and agreed with the Headteacher

This post is subject to Enhanced DBS disclosure and basic online searches

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified

The post holder will be expected to comply with all reasonable requests from the Headteacher and Catering Manager to undertake work of a similar level that is not specified in their job description



School Catering Assistant

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Training and Qualification				
Good standard of education	✓		✓	
Commitment to personal/professional development	✓		✓	
Experience				
Previous catering assistant/chef or similar role in a busy catering environment	✓		✓	
Experience of working in a school environment		✓	✓	
Professional Knowledge				
NVQ level 1 or 2 in Catering and Hospitality		✓	✓	✓
Knowledge of cleaning and hygiene requirements in food preparation areas		✓	✓	✓
Certificate in Health and Safety including knowledge of COSHH regulations, safe storage and working practices		✓	✓	✓
Knowledge of and commitment to relevant school policies including Safeguarding/Child protection		✓	✓	✓
Personal skills and qualities				
Supportive of the ethos of a Catholic School	✓		✓	✓
Ability to work as part of a team and individually	✓		✓	✓
Able to work under pressure and manage own workload and commitments through excellent time management skills	✓		✓	✓
Good interpersonal skills and able to communicate effectively with a range of people	✓		✓	✓

Contact

Kirsty Bowers

PA to the Headteacher

0161 482 6900

headteacherpa@stjamesheadle.co.uk

www.stjamesheadle.co.uk

St James' Catholic High School

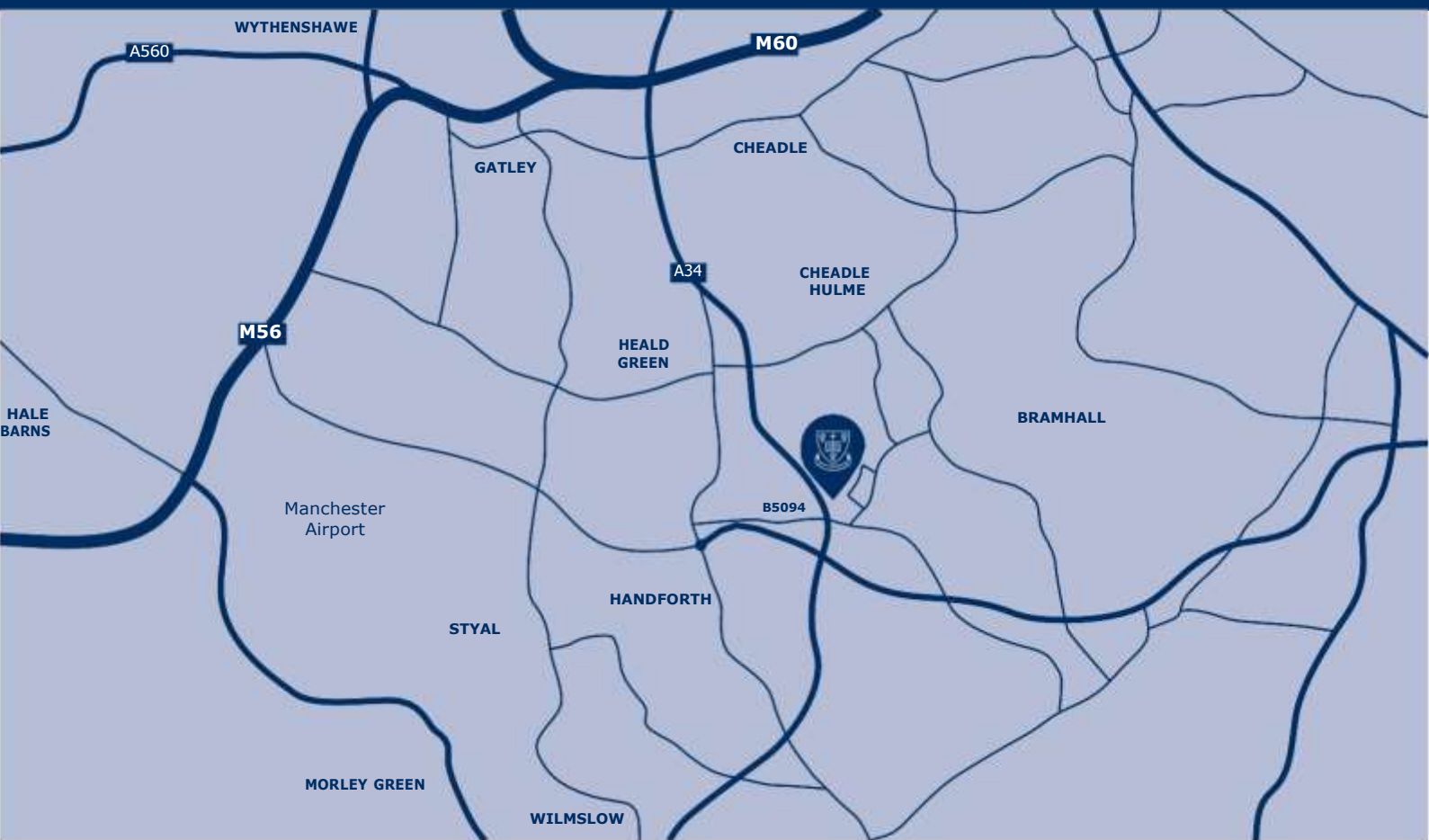
St James' Way

Cheadle Hulme

Cheadle

Cheshire

SK8 6PZ



ST JAMES'
CATHOLIC HIGH SCHOOL

With God all things are possible

Matthew 19:26