



Hillcrest School & Sixth Form Centre

Job Application Pack

Catering Assistant

*Pupils at Hillcrest School and Sixth Form Centre are hard-working, polite and welcoming.
They enjoy coming to school and achieve well.'*

(Ofsted, September 2022).





Hillcrest School & Sixth Form Centre

Headteacher Julie Ann Davies BEd (Hons) N P Q H
Stonehouse Lane, Bartley Green Birmingham B32 3AE
Email: enquiry@hillcrest.bham.sch.uk

Tel: 0121 464 3172

Dear Applicant,

I am delighted to introduce you to Hillcrest School and Sixth Form Centre and hope that you find the application pack along with the information on our school website useful.

Hillcrest School is an all-girls 11 to 16 school with a mixed sixth form located on a green field site in Edgbaston constituency on the south west edge of Birmingham. Our students come from a range of backgrounds from across Birmingham and surrounding areas.

The school was rated 'Good' with outstanding behaviour and safety by Ofsted in September 2013 and following a short inspection in July 2017 and again in September 2022 retained our 'Good' rating. We are focused on continuing our drive for excellent attainment and progress outcomes, with an aspiration to be rated 'Outstanding' at our full next inspection.



At Hillcrest, we provide each student with the opportunity to achieve their full potential in both academic and social terms. We combine the best of traditional values with the very latest in teaching methods and extracurricular experiences to inspire our students to succeed in everything they do.

We have very high expectations of our students. Great emphasis is placed on self-discipline and self-respect, hard work and achievement and high standards of behaviour. We have a highly qualified team of teaching staff, and support staff who are committed to delivering quality administration and support services to our school.

If you want to provide outstanding support for our staff and students within a forward thinking, hard-working school community, we would like to hear from you.

Thank you for your interest in our School and I would like to take this opportunity to wish you well in your application.

Julie-Ann Davies, BEd (Hons), NPQH
Headteacher

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Advert – Catering Assistant

Start date: January 2025

18 hours per week worked over 3 days /Term Time Only

Salary: (Part time pro rata salary approx £10,405)

To support with the provision of the catering service, delivering an effective, efficient and high -quality catering and hospitality service throughout the school. To assist with food preparation, serve meals, operate tills and the cleaning of kitchen and canteen areas.

The successful candidate will:-

- Previous experience of working in a catering environment
- Able to work as part of a team
- Have excellent communication skills and able to work with students and staff
- have a professional and friendly approach.



Closing date for applications: Monday 9th December 2024

Hillcrest School is committed to safeguarding all children and as such any appointment will be subject to receiving an enhanced DBS check and satisfactory references.

We are committed to creating a diverse workforce, we treat all applicants in a fair and equal manner to ensure that unlawful discrimination does not occur.

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



How to apply

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website <https://www.hillcrest.bham.sch.uk/job-vacancies>. If you have any queries, please contact the school on 0121 464 3172.

Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink: it is going to be photocopied and so needs to be legible.
- Birmingham City Council application forms and CV's are not accepted: we need information about all applicants to be presented in a consistent format so please use the application form on the school website.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Headteacher outlining why you think you are suitable for the role (should not exceed 2 sides of A4)

Guidance for the completion of the section 'other relevant information in support of your application'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities.

For Leadership posts you should evidence: -

- How your leadership and management will have a positive impact on student progress.
- How your leadership skills will inspire and develop the department, to ensure that it becomes an outstanding one.

For all posts you should evidence:-

- Where you have had a positive impact on student performance, including for disadvantaged students.
- How you keep up to date with the latest pedagogical knowledge.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative/friend.

Shortlisted applicants for posts are advised that references will be taken up **prior to interview**. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Online Search

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

Submission of applications

Completed application forms should be returned with a cover letter addressed to the Headteacher by the closing date. Electronic application forms should be sent to: recruitment@hillcrest.bham.sch.uk.

Postal application forms should be sent: Private & Confidential, F.A.O Headteacher Ms J A Davies, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, B32 3AE.

Shortlisted candidates

Shortlisted candidates will be contacted by email and telephone to inform them of the next stages of the recruitment process and arrangements for interviews. If you have not heard from the school 7 days after the closing date you have not been shortlisted on this occasion.

Following the interview

All candidates will be asked to complete a short recruitment survey before the end of the interview process. Once all candidates have been interviewed the successful candidate will be contacted by telephone as soon as possible after the interview (usually within 2 working days). Candidates who have not been successful will be contacted by email (usually within 2 working days) with details of how to contact the school if they would like feedback.



Hillcrest School & Sixth Form Centre

Job Description – Catering Assistant

Hillcrest School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title:	Catering Assistant
Department / Location:	Support Staff Team
Accountable to:	Catering Manager
Salary Grade / Range:	Grade 1 (part time - term time only)

Job Purpose

To support with the provision of the catering service, delivering an effective, efficient and high -quality catering and hospitality service throughout the school.

Role Responsibilities

- To assist with the basic preparation of food and refreshments, which may include some cooking.
- To work in a safe manner in relation to compliance with food safety legislation and to support with the completion of due diligence food safety documentation.
- To work in a safe manner in relation to compliance with the Food Information Regulations 2014 and Natasha’s Law 2021 and to support with the completion of due diligence food safety documentation.
- To work in a safe manner with regard to health and safety legislation.
- To support with the provision of hospitality throughout the school.
- To assist with the care, cleaning and maintenance of all equipment as required.
- To ensure the safe use and correct uses of all cleaning materials in an efficient and economical manner.
- To prepare the dining room for service.
- To service meals and refreshments throughout the Academy outlets as required.
- To operate a cash till/ cashless system.
- To assist with the washing up of all kitchen associated items.
- To assist with the general cleaning of the kitchen and associated areas.
- To assist with the erection and dismantling of dining room furniture as required.
- To support with the promotion of the catering service as required.

- Record and report safety concerns and action necessary alterations where appropriate in line with Academy policy and procedure
- Complete a daily/weekly timesheet to record hours worked/TOIL
- General duties commensurate with the role.

General Duties and Responsibilities

- To promote and safeguard the welfare of students and young people he/she is responsible for or comes into contact with.
- To undertake appropriate professional development including adhering to the concept of performance management.
- To adhere to the ethos of the school and promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and relevant parent's evening.
- To play a full part in the life of the school community.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.



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Person Specification – Catering Assistant

Job title:	Catering Assistant
Department / Location:	Support Staff Team
Accountable to:	Catering Manager
Salary Grade / Range:	Grade 1 (term time only)
	Essential Criteria
Experience	<ul style="list-style-type: none"> • Previous experience of working in a catering environment • Health and hygiene awareness • Experience of front of house customer food and beverage service • Experience of preparing a range of foods form specific menus • Experience of cleaning down catering areas and equipment • Knowledge or previous experience of using cash till points and/or cashless catering systems
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work as part of a team • Able to deal with staff, students in a friendly and professional manner • Abel to work flexible hours • Willing to undertake further training
Education and Qualifications	<ul style="list-style-type: none"> • Possession of recognised catering qualifications • Food hygiene certificate
Other Requirements	<ul style="list-style-type: none"> • Attendance at meetings, INSET, parent’s evenings and school events as required. • Ability to demonstrate an understanding of policies and procedures in relation to Child Protection/Safeguarding, Health and Safety, Equal Opportunities, Data Protection and Confidentiality within the school environment