



# CATERING ASSISTANT

Context, Job Description and Person  
Specification



**COOMBE WOOD  
SCHOOL**

<http://www.cws-croydon.co.uk/>

<http://www.folio-education.co.uk/Coombe-Wood-School>

## Context of Coombe Wood School (CWS)

**Introduction:** To meet the local rising demand, CWS is a new secondary fully inclusive co-educational school serving the communities in South and Central Croydon for children aged 11-18: when full it will offer a maximum of 1680 school places. The school opened in temporary accommodation in September 2018 and moved into its new permanent state-of-the-art building in January 2021, with modern kitchens and the latest technical equipment. Already the school is well oversubscribed for the next intake and the admissions criteria allow CWS to admit some children from further afield following a sports' assessment.

**Location:** The location of the new school is opposite Lloyds Park close to the Tramlink stop.

**Curricular features:** CWS will focus upon three main academic strands that will provide students with a well-rounded education full of opportunity and memorable experiences.

Strand 1: Sport and Health Related Fitness

Strand 2: Creative and the Performing Arts

Strand 3: Academic Studies (including non-vocational subjects leading to FE)

The intention is to deliver a different approach to sport education found in most other secondary schools. By focusing on a narrow range of sports the school hopes to promote depth rather than breadth. Using the definition of social mobility our aim is to move those children living in families with a below average income to a position where they can access higher earnings through professional careers.

**Community:** Institutionally Coombe Wood School aims to build a lasting relationship with the local community. This will be a local school for local families. We have aspirations to support students who do not have adequate study facilities at home through timetable study support sessions after school, where teachers will be on hand to guide students and embed positive study habits. Through the sports and performing arts foci the school aims to have enhanced sports and other facilities which can be made available to the local community.

## CATERING ASSISTANT - Job Description

### Salary Scale:

**Grade and Range:** Grade 1a/2 SP 1-4

**Working pattern:** Term time only, 10 hours per week – lunch period

**Example salary range on 10 hours per week from £4,908**

### Duties:

The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop and vary over time according to the needs and demands of a growing school. Such changes are to be anticipated whilst still falling with the spirit and intent of this job description.

**Responsible to:** Coombe Wood School Chef Manager

**Responsible for:** Ensuring high standards and delivery for the Catering Department and the smooth, efficient running of the Catering areas.

Catering Assistant may need to be flexible in delivering and discharging their duties. It is important to recognise that the responsibilities of this role are likely to vary during this period as the school grows in numbers. As a Trust employee, you may be expected to work at other schools within the Trust although your base school will be Coombe Wood.

## RESPONSIBILITIES

### Key Duties

- To assist the Chef Manager with the day to day management and running of the Catering Department.
- To support compliance with all statutory requirements in respect of finance, hygiene, health & safety, school policies, procedures and regulations, and Catering Services Codes of Practice policies and procedures.

### Food delivery

- General duties within the catering facilities
- Assist in the preparation and service of school meals for secondary phase students
- Assist with retail presentation of food and beverages front of house
- Assist with cleaning of kitchen equipment and catering areas
- Serving at meal times
- User of Parent Pay EPOS till system (training provided)
- Ensure that high standards of hygiene are adhered to at all times
- Clearing up kitchen and all service areas at the end of service

- To assist in some of all of the school events' catering.
- Proactively enhance the reputation of the Catering Department as a key area for all in house food production and service.
- To comply with the school's Health and Safety Policy and all hygiene related guidelines.

### Additional Duties

You may be required to cover for sickness or holidays in other trust schools within a reasonable travelling distance to where the Trusts provides catering services, or carry out any other additional duties that the senior management team may reasonably request from time to time.

### Effective Day to Day Operations:

- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
- Engage with the School's appraisal system and use it proactively to develop as a professional.
- Promote equality of opportunity and diversity within the school. The whole culture and ethos of the school prevents any form of direct or indirect discriminatory behaviour
- Support the school ethos that encourages students' spiritual, moral, social and cultural development to equip them to become thoughtful, caring and active citizens in school and in wider society
- Promote effective safeguarding and a culture of vigilance where students' welfare is promoted
- Enactment of Health and Safety requirements and initiatives as appropriate.

### Other duties

- Attend all training and events required as part of directed time
- Contribute to the wider life of the school if required
- Perform all other reasonable requests from the Head of Catering and Assistant Cook
- Respect confidentiality at all times.

The duties described in the Job Description may vary or be amended from time to time without changing the level of responsibility associated with the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.

### Outcomes

Coombe Wood School teaching and non-teaching staff will work closely together across many different areas of the school to ensure the best possible learning experiences for our students.

The Catering Assistant's role helps the smooth and efficient running of the school to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

Alignment with the school's ethos and our core values of **Teamwork, Respect, Enjoyment, Discipline and Sportsmanship** is expected at all times.

## Catering Assistant - Person Specification

Criteria	Essential	Preferred
<b>Qualifications</b> (Please note that training in school systems will be provided.)		
Food Hygiene & safety qualification or equivalent		x
GCSE English and Mathematics	x	
<b>Knowledge, Skills and Experience</b>		
Working knowledge and implementation of Health & Safety requirements in the workplace	x	
Understanding of Food Safety principles	x	
Minimum of one year's experience working in a food kitchen / Food Service environment	x	
Experience of catering within a school		x
Experience of working with EPOS (electronic point of sale) systems		x
Knowledge of food intolerances and allergies		x
Experience of catering for large numbers.		x
Experience of working with stock levels		x
Previous experience with 'front of house' service environment.		x
<b>Attributes</b>		
<ul style="list-style-type: none"> <li>• A genuine interest in food.</li> <li>• A passion for delivering great food and attention to detail ensuring that every dish leaves the diner satisfied.</li> <li>• Ability to thrive in a high pressure/ volume environment.</li> <li>• Good communication skills both with adults and young people</li> <li>• Team player with a positive and collaborative attitude</li> <li>• Commitment to high standards and expectations</li> <li>• High levels of professional integrity, energy and enthusiasm</li> <li>• Flexibility to undertake any role and able to use own initiative</li> <li>• A good sense of humour</li> <li>• Present a good role model to students</li> <li>• Grasp of the Coombe Wood ethos, supportive of the drive for health and fitness among the school community</li> </ul>		

### Application procedure:

If you have any queries about the role please contact Folio's Director of Catering, Mr Kitchen, [rkitchen@foliotrust.uk](mailto:rkitchen@foliotrust.uk)

Please download the application form from <http://www.cws-croydon.co.uk/Career-Opportunities> in compliance with Safer Recruitment guidelines, we cannot accept CVs as a valid form of application.

The completed forms should be emailed to [careers@cws-croydon.co.uk](mailto:careers@cws-croydon.co.uk)

**Closing Dates: As detailed in the advert**

**Interviews: By invitation, dates as detailed in the advert**

*Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK, social media check and all other pre-employment checks in line with safer recruitment requirements.*

The Candidate Privacy Notice ("Privacy Notice") is published on our web site [www.folio-education.co.uk](http://www.folio-education.co.uk)