

Candidate Information

Food Services Assistant – St. Michael's Children's Centre
Band B Scale point 8 £15,434.27 - (£8.00 per hour)

Casual – To cover catering bookings

St Michael's C of E Academy, Nursery & Children's Centre
Bedworth

Warwickshire. CV12 9DA

About the Multi Academy Trust (MAT)



The MAT

The Diocese of Coventry MAT Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

Our Vision

To build a better future for all within our Academies who in turn will positively impact their communities.

Our aspirational and measurable outcomes are:

- Every lesson to be good or better
- Every child expected to make progress at least, and for many, above national expectations
- Every Academy to be well led and governed
- All teachers motivated to self-improve and aspire to excellence
- All academies to be judged good or better at Section 48 inspections

About the Role

The trust is looking to appoint an inspirational and highly effective Playworker **Community Café Lead** who is committed to supporting St Michael's to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

The Academy joined the Trust in July 2015. The successful candidates will have the opportunity to work with the head to support the community in this part of Warwickshire. Further development opportunities will become available within the growing Multi Academy Trust.

Applications

Thank you for your interest in this post. Candidates are welcome to visit the children's centre. Please contact Jill Krusts on 024 494171 to make arrangements. Completed applications and supporting documents should be sent via email to admin2641@welearn365.com or posted to Annette Lowe, Business Manager, St Michael's C of E Academy, Hazel Grove, Bedworth. CV12 9DA

Our Diocese

The Diocesan Board of Education seeks to serve and equip the Church School family in a variety of ways. The Diocesan Director of Education, Canon Linda Wainscot, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- Facilitate creative and flexible networking between schools;
- Promote excellence and distinctiveness within the family of church schools/academies and beyond;
- Share best practice collectively;
- Provide professional development for staff at all stages of their careers and for governors;
- Support the development of flexible partnerships;
- Promote the establishment of new church schools;
- Support the process of Academy conversions;
- Work in partnership with schools and other agencies to effect school improvement;
- Represent church schools to the wider church, to diocesan groups, in the press and in the public and community debate
- Ensure equality of opportunity including managing Admission Appeals;
- Protect the status of church schools and promote the importance and the continuation of the voluntary sector

Linda Wainscot, DDE

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

Bishop Christopher

Students have a clear understanding of how the outstanding distinctiveness and effectiveness of the school as a Church of England school impacts on their development. Students and staff greatly value the Christian ethos of the school and are committed to its development and flourishing. Students have a mature understanding of the value of daily collective worship and the Student Worship Teams further demonstrate this by their dynamic leadership of worship in other local schools. A creative variety of approaches are used including lively contemporary songs, humour, drama, colourful puppets and resourceful leaders who are spontaneous in responding to questions and answers from the younger children. Effective planning for collective worship ensures all members of the school community can respond in appropriate ways. Students are actively engaged in form worship. They are rightly proud that the school is 'truly a worshipping community' and they are good advocates themselves in ensuring that what this means is understood throughout Rugby and in the wider diocese. **SIAS 2011**

Our Academies



St Laurence's CofE Academy

Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy

Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy

Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy

Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy

Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy

Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy

Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy

New Road, Studley
B80 7ND



St John's CofE Academy

Winsford Avenue
Coventry
CV5 9HZ



St Oswald's CofE Academy

Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy

Hazel Grove
Bedworth
CV12 9DA



Leamington Hastings CofE Academy

Birdingbury Road Hill,
Leamington Hastings, Rugby
CV23 8EA



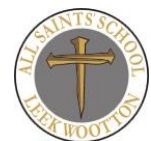
Leigh CofE Academy

Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy

School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW

Warwick Road
Leek Wootton, Warwick
CV35 7QR

Joining March 2018



Burton Green CofE Academy

Hob Lane
Burton Green, Coventry
CV8 1QB

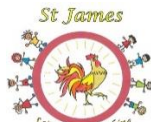
Joining March 2018



Long Itchington CofE Academy

Stockton Road
Long Itchington, Southam
CV47 9QP

Joining Shortly



Southam St James CofE Academy

Tollgate Road
Southam
CV47 1EE

Joining Shortly



Central MAT Office

The Diocese of Coventry Multi Academy Trust
The Benn Education Centre
Claremont Road
Rugby, CV21 3LU

Food Services Assistant – Children’s Centre

Job Description

Broad Description

Based in the Children’s Centre you will assist the Café Lead with Community Café bookings.

You will assist with the production and serving of food items and in the care and cleaning of the kitchen, café and catering equipment, in accordance with recognized standards. This work is undertaken under the supervision of the Café Lead

To provide a warm and welcoming environment within the Community Café whilst support volunteers to enhance their knowledge and skills in the provision of healthy nutritious meals.

The post receives direction from and is accountable to the Children’s Centre Manager.

JOB DETAILS

The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification and amendment at any time after consultation with the post holder.

Main Accountabilities

This will include:

RESPONSIBILITY FOR

OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR

STAFF: The post has limited responsibility for supervising other staff though may be expected to demonstrate good practice, and support new employees, volunteers, work experience students or trainees.

RESPONSIBILITY FOR

FINANCE: The post has limited direct responsibility for financial resources other than the occasional handling of small amounts of cash.

RESPONSIBILITY FOR

PHYSICAL RESOURCES: The post has direct responsibility for physical resources related to the Community Café including the safe management and use of food supplies (in line with Safer Food Better Business), handling and careful use of equipment (eg catering equipment /computers) and accurate record keeping

Main Activities

To assist in the preparation and provision of balanced meals for Community Café users.

To wash up and clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens floors walls and storage areas.

Clean Dining area

Set up plates and cutlery for use

Serve food.

Receive food deliveries, check off and put away.

Handle cash payments.

To assist in ensuring the sustainability of the Community Café through the economic use of supplies and resources.

To comply and assist with the Health and Safety and Food Management of the Community Café ensuring Food Hygiene regulations are met including maintaining the highest standards of cleanliness.

DEVELOPING SELF AND WORKING WITH OTHERS

You will be expected to work effectively as part of the wider team, establishing positive relationships with colleagues and other professionals for the benefit of the children and families. Through performance

management and effective continuing professional development practice, you will be expected to achieve high standards. You will be committed to your own continuing professional development.

This will include:

Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive culture in accordance with the Christian beliefs underpinning the organisation.

Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.

Managing own workload to allow for reflection and an appropriate work/life balance

KEY ORGANISATIONAL ACTIVITIES

The post holder will contribute to the organisation's objective in service delivery by:

Enactment of Health and Safety requirements and initiatives as directed.

Ensuring compliance with Data Protection legislation
At all times operating within the organisation's quality Opportunities framework

Commitment and contribution to improving standards for children and families as appropriate

Contributing to the maintenance of a caring and stimulating environment for the community.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust employee will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

St. Michael's exist in a distinctive social context, which has a direct impact on what happens inside the Academy. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a culture which takes account of the Church Foundation and the richness and diversity of the school's communities
- Creating and promoting positive strategies for challenging racial and other prejudice and dealing with racial harassment.
- Ensuring a range of community-based learning experiences, including

building links with local churches and Coventry Diocese.

- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of the community.
- Creating and maintaining an effective partnership with the community, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve' achievement and personal development.
- Building bridges with the community, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the organisation to enhance and enrich its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools, Nurseries and Centres and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This organisation is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. Each employee plays a role in this within the organisation and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

St Michael's **will ensure that:**

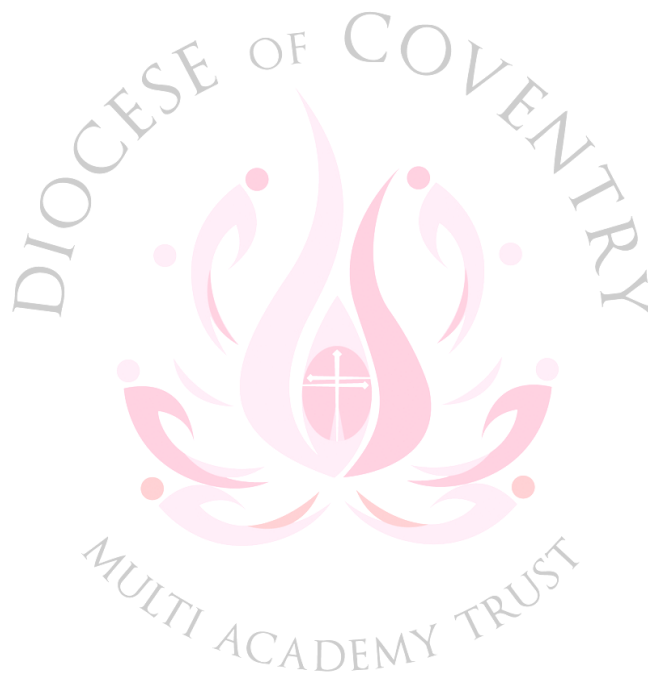
- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing

body are full implemented and followed by all staff.

- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
Personal Qualities, Qualifications and Experience						
Qualifications and Training						
1	Level 2 Food Hygiene Qualification	√		√		
2	Literacy and numeracy Level 2		√	√	√	
3	Hospitality and Catering Level 2 Diploma		√	√		
Professional Experience and Knowledge						
1	Experience in cooking and/or catering	√		√	√	√
2	Awareness of the needs of disadvantaged and diverse communities	√		√	√	
3	Understanding of the links between lifestyle and health		√	√		
4	Understands and operates within food safety regulations	√		√	√	
5	Knowledge and understanding of safeguarding requirements		√	√	√	
Personal Qualities						
1	Be a committed team member	√		√	√	
2	Have the ability to promote and sustain the values, culture and Christian ethos of the organisation	√		√	√	
3	An exemplary record of health and punctuality		√			√
Skills & Abilities						
1	Literacy and numeracy skills required to read, give instructions and work out measurements and recipes	√				
2	Have excellent interpersonal and communication skills	√		√	√	
3	Ability to operate catering equipment e.g food processor		√	√		
4	Ability to use own initiative	√		√	√	√