

Tapton
SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

Temporary Catering Assistant (Mat Cover)

Candidate Information Pack



Registered address: Tapton School Academy Trust, Darwin Lane, Sheffield, S10 5RG
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Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

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Thank you for your interest in joining TSAT.

We were established in 2011 and operate a family of schools across Sheffield, offering education from early years to sixth form.

At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

David Dennis,
CEO

About TSAT

Since forming in 2011 TSAT has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18.

Collaboration is at the heart of our Trust. Our aspiration, with distributed leadership across TSAT, is to be greater than the sum of our parts.

Our Vision : To realise the life chances and dreams of every child.

Our Mission : To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism.
- A focus on nurture as well as achievement.
- Involvement of the family and wider community in everything we do.
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage.
- Mutual support and development.
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working.
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this.
- Schools retain their identity and are part of something special.
- Differentiated solutions according to support needs.
- Mentoring, coaching, directing.
- A clear [scheme of delegation](#) and decision making to ensure that all our children get the best educational experience.

For further information please visit the Trust website: [TSAT - Home \(taptonttrust.org.uk\)](https://taptonttrust.org.uk)

Our Schools

Our five primary and four secondary schools work in close partnership with the aim of realising the life chances and dreams of every child and becoming an outstanding Trust.

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitude and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

4 of our 5 primary schools are Ofsted rated 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

[Primary Education](#)

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes.

Our sixth form provision is Ofsted rated 'Good' or 'Outstanding'

[Secondary Education](#)

Central Services

Our support staff are highly valued and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities
- Finance
- Governance
- HR
- IT
- School Improvement.

The Role

Salary Range:	Grade 1 (SCP 1-2) £20,258-£20,441 (Pro-Rata) £10.50 - £10.60 per hour
Responsible To:	Cook Supervisor
Responsible For:	Working as part of a team providing a catering service to the school.
Working Pattern:	38 weeks plus 2 days a year 17.5 hours per week, Monday-Friday
Benefits:	<ul style="list-style-type: none">• Pension Scheme• Salary Sacrifice Car Scheme• Cycle to Work Scheme• Discounted membership for Westfield Health• Occupational Health• Wellbeing Programme• Continuous CPD and Training

Forge Valley School are seeking to appoint a temporary Catering Assistant to start as soon as possible in our busy school kitchen. This position is to cover maternity leave and will be for 12 months or until the return of the substantive postholder, whichever is sooner. You will need to be an enthusiastic, hardworking, and flexible individual. You will ideally have previous experience of working with children.

Completed applications should be returned to: jwilson@taptonttrust.org.uk.

Please do not use the Local Authority application form.

Forge Valley School is committed to safeguarding and promoting the interests of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate must have the ability to converse at ease with members of the public and students and providing advice in accurate spoken English is essential to the role.

References for shortlisted candidates will be requested before the interview.

Responsibilities

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

MAIN DUTIES AND RESPONSIBILITIES

- Work to and promote a high standard of customer service
- To assist in the preparation of food and drink
- To assist in the serving of food and drink
- To assist in the washing up after the above
- To work as part of a team in the cleaning of all work areas
- To assist in the periodic deep clean work associated with food areas
- Carry out training (both on-the-job and online)
- Follow food safety and health & safety procedures at all times
- Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

The Person

The successful candidate will demonstrate the following:

Skills and Knowledge:	Skills: <ul style="list-style-type: none">• Have effective oral and written communication skills• Form effective professional relationships including team working• Have good organisational and time management skills• Have sound ICT skills• Develop their knowledge through the evaluation of their own learning needs;• Be able to work independently;• Remain calm under pressure and be able to adapt to change quickly Knowledge: <ul style="list-style-type: none">• Food safety procedures• Health and safety procedures• Relevant policies, codes of practice and legislation including safeguarding
Experience:	<ul style="list-style-type: none">• Working with children in a school environment
Education, Training and Qualifications:	<ul style="list-style-type: none">• Relevant catering qualification• Food hygiene certificate• A commitment to undertake further training as required
Personal Qualities:	<ul style="list-style-type: none">• Enthusiastic• Hardworking• Flexible
Work Related Circumstances (including working conditions and suitability to work with children)	<ul style="list-style-type: none">• We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

Fluency Duty: The ability to converse at ease with members of the public and pupils and provide advice in accurate spoken English is essential for the post.

How to apply

Please apply using the TSAT application form. If you require a paper copy of the application form please contact us:

jwilson@taptiontrust.org.uk

The closing date for applications is Wednesday 30th August 2023. Shortlisting will take place on Thursday 31st August 2023 and interviews will be held W/C 4th September 2023.

Safeguarding

TSAT is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview.
- A Criminal Convictions Disclosure Form will be requested at interview.
- Evidence of identity / right to work in the UK will be requested at interview.
- Qualification certificates will be requested at interview.
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview.

- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and/or we may take advice from the local authority children's services.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check.
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts).
- Pre-employment medical screening.

Please note: Canvassing of any employee, Trustee or member of the Local Governing Board directly or indirectly is prohibited and your application will be disqualified.

Policies

Our approach to safeguarding, and school safeguarding policies can be found on the Trust website: [TSAT - Safeguarding \(taptontrust.org.uk\)](https://www.taptontrust.org.uk)

Equality & Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. [Click Here](#) to access TSAT's Equality and Diversity Statement.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies page](#) of our website.