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## Catering Assistant

20 Hours per week

£12.26 per hour (Actual annual salary: £10,721)

Permanent, Term Time Only

Required for: ASAP

**Closing Date: Ongoing - Wallingford School may close this vacancy prior to the advertised closing date if a sufficient number of applications are received. An early application is therefore strongly advised.**

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The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Aylesbury UTC. The schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our schools have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.



St George's Road, Wallingford, Oxfordshire, OX10 8HH

Email: [office.4140@wallingfordschool.com](mailto:office.4140@wallingfordschool.com)

Web: [www.wallingfordschool.com](http://www.wallingfordschool.com)

Telephone: 01491 837 115

Headteacher: John Marston

Email: [head.4140@wallingfordschool.com](mailto:head.4140@wallingfordschool.com)

## **SELECTION CRITERIA**

### **Essential**

The successful candidate will:

- Have or obtain an Enhanced DBS Certificate
- Be trustworthy and sensitive
- Be discrete
- Have the ability to communicate effectively with staff and students
- Willingness to be involved in training opportunities
- Have a positive attitude and flexibility to adapt to new situations

### **Desirable:**

The successful candidate will have the:

- Have a Basic Food Hygiene Certificate
- Have the ability to work alongside a range of professionals
- Previous experience of working with young people

## **THE ROLE**

Working with the Trust Catering Manager to ensure the School is provided with healthy meals on a daily basis. Ensuring food hygiene standards are maintained within the Kitchen. You will be working as part of a team. You will need to be punctual, reliable and willing to be flexible to cover other jobs if necessary.

### **Responsibility of a Catering Assistant**

- To assist with the preparation and serving of the food from the kitchen.
- Ensure the kitchen is kept clean and hygiene standards are maintained
- Clean down the kitchen after service,
- Wash up all equipment ready for the following day.
- To report any problems to the Line Manager on site.
- To inform the Line Manager of incapacity to work prior to expected hours of work.
- Duties reasonably assigned by the Trust Operations Director, which fits with the scale and post holder's skills and experience.

## **THE ATTRIBUTES OF THE IDEAL CANDIDATE**

A flexible easy-going nature, with a willingness to take on tasks as requested, are of paramount importance for this position



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## HOURS

There are 20 hours per week available, immediate start available.

## SALARY

The post is Grade 2, point 2, £12.26 per hour, term time only. Please note that quoted annual salary is paid in equal instalments.

## PENSION DETAILS

Please visit [www.lgps.org.uk](http://www.lgps.org.uk) and [www.oxfordshire.gov.uk/pensions](http://www.oxfordshire.gov.uk/pensions) for details of our Local Government Pension scheme.

## FURTHER INFORMATION ABOUT THIS JOB

Wallingford School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

## TERMS & CONDITIONS

Wallingford Schools Academy employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees.

This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

**Application forms can be found on the school website [www.wallingfordschool.com](http://www.wallingfordschool.com) or email [recruit@wallingfordschool.com](mailto:recruit@wallingfordschool.com) or call 01491 829802 for further information**