

**LATHOM**  
HIGH SCHOOL

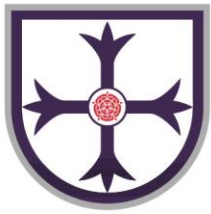
July 2024



# CATERING ASSISTANT RECRUITMENT



Work hard,  
be kind



**LATHOM**  
HIGH SCHOOL

Glenburn Road, Skelmersdale,  
Lancashire WN8 6JN

Tel: 01695 725653

Headteacher: Mr P. W. Livesley (BA Hons)



Dear Colleague

### Catering Assistant

I am thrilled to write to you as the newly appointed Headteacher at Lathom. Having held the post of Deputy Headteacher at our school for the past nine years and Headteacher for a very short time so far, I am delighted that our governing body is able to offer this exciting opportunity. Lathom is an extremely special place to work and the successful candidate will be joining a staff body consisting of professionals who are totally committed to ensuring that we provide the very best Quality of Education at all times. Working together we are able to ensure that our students are fully prepared for their life after Lathom and that they are able to stand ahead of their peers when applying for Further and Higher Education and when entering the world of work. Almost all of our students live in the town of Skelmersdale and we seek leaders and staff who will value our relationship with the community highly and who recognise the importance of partnership, determination and ambition. As an accredited trauma responsive employer and educational provider, we value every member of the staff team and are determined to support well-being so that colleagues can thrive and know that they are important and integral to our success.

Our governors, staff and students are PROUD of everything that we have achieved together. Lathom was recognised by Ofsted as 'Good' in all areas in the June 2022 inspection and, crucially, has been recognised by parents and the local community leading it to being significantly oversubscribed in both 2023 and 2024. We are determined to continue the journey of development towards recognition as an 'Outstanding' school, always focused on serving our community and preparing our students for future successes.

This post is advertised to bring additional capacity to our Catering team. You will join a committed team of professionals in the catering department who have a strong focus on planning and developing nutritious and a tasty meals. We are looking for a committed and enthusiastic person passionate about providing an excellent standard of service in the kitchen. As you read about Lathom, I trust that you will be encouraged to discover more to gain a real understanding of how we operate and how the school's values underpin our daily practice and that this, in turn, will be the motivation for your application.

Yours faithfully

Paul W Livesley  
Headteacher

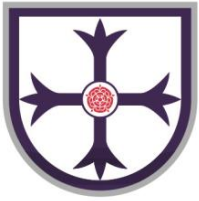
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**Welcome from Mrs Linda Bennett, our Chair of Governors**

Dear Colleague

**Catering Assistant**

Thank you for your interest in the position of Catering Assistant at Lathom High School. I am extremely **PROUD** and privileged to be Chair of the Governing Body, particularly at this exciting time of change and significant development under our recently appointed Headteacher, Mr Paul Livesley.

Our school has been on a journey that has seen us grow and develop, achieving 'Good' in all areas of the framework at our Ofsted inspection in June 2022 for the first time in our school's history. We know that the role of the catering team is vitally important to our students during their time at Lathom, providing nutritious and tasty meals and both break and lunchtime.

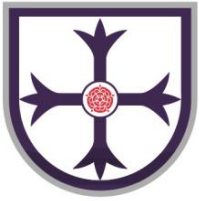
We have worked to provide an overview of this exciting opportunity to have a real impact on the lives of the young people of Skelmersdale and hope that we have given an indication of the scope and range of opportunities and possibilities that the post offers. At Lathom you will work alongside an enthusiastic, knowledgeable, caring and committed leadership team, excellent teachers, dedicated support staff and engaging students with a thirst for learning and a keen eye on their futures. There is more we can do to capitalise on these excellent conditions to provide a truly superb Quality of Education for our young people and we are determined to deliver this.

I hope that you will feel encouraged and inspired to apply to join us on our journey.

Kind Regards

Linda Bennett  
**Chair of Governors**





**Job title:** Catering Assistant  
**Salary:** FLW  
**Contract:** Part time (term time only)  
**10 hours per week over the lunchtime period**  
**Start:** September 2024

We are seeking to appoint a Catering Assistant to join our catering team. You assist with the preparation, delivery and serving of food and drink providing break and lunch service to students, staff and visitors.

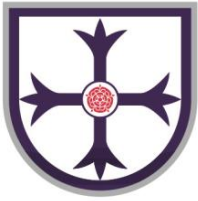
The ideal candidate will be able to work under pressure and meet tight deadlines. You will have a high standard of personal and food hygiene. You will deliver a high level of customer service and be able to work well as part of a team. You will be enthusiastic, reliable, and a good communicator.

**Main Duties:**

- Basic food preparation of ingredients
- Preparing for break service
- Serving food
- Cashless till operation
- Setting-up and clearance of service and dining areas
- General cleaning and washing-up duties
- Storage of deliveries

At Lathom we continually drive forward standards and are passionate about maximising the potential in all of our staff and young people. Our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both to work and to learn. We place great value on the fulfilment and well-being of our colleagues; our successes to date are in no small part down to their hard work, commitment and determination, and our growing student roll enables us to provide opportunities for both personal and career development. The word PROUD is at the heart of everything we do at Lathom. Our school was inspected by Ofsted in June 2022 and is now judged to be **GOOD** in all areas. This is testament to the vision, dedication and commitment which has been shown by the staff team and governors and the hard work from the students themselves. We are so PROUD of this outcome and the comments made in the report:





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- ✓ *Pupils enjoy attending school and appreciate the caring and friendly atmosphere*
- ✓ *Pupils feel safe*
- ✓ *Pupils are courteous and respectful*
- ✓ *Staff have high expectations of pupils' learning and behaviour*
- ✓ *Classrooms are calm places to learn*
- ✓ *Reading is promoted well across the school*
- ✓ *Pupils show positive attitudes to learning*
- ✓ *Learning is rarely disrupted*
- ✓ *Staff are proud to work at the school*

For an informal discussion or a visit to school prior to the closing date please contact:  
Mrs Jepson, Catering Manager

Closing Date: Tuesday 16 July

Interview Date: Wednesday 17 July

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.

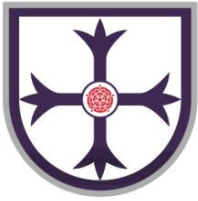
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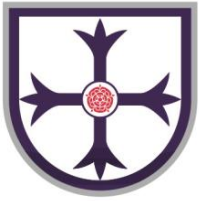




### Job Description

Post title: School Catering Assistant					
<b>Grade:</b>	FLW	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No
<p><b>Scope of role</b>            You will assist with the preparation, delivery and serving of food and drink. This may include the preparation of ingredients in accordance with recipes, menus or production plans, the organisation of the serving of food, the laying of tables, the setting-up and clearance of service and dining areas, general cleaning and washing-up duties and the storage of deliveries. You will also operate a till, cash register or similar. The jobholder may also undertake clerical duties associated with record keeping and stock control.</p>					
<p><b>Accountabilities/Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To prepare the dining area for service which may include moving and/or setting up furniture and trolleys, cleaning and putting away.</li> <li>2. To prepare the service area, hot cupboards and other equipment as instructed</li> <li>3. To assist in the preparation and serving of food and beverages as instructed.</li> <li>4. To wash dishes, cutlery, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.</li> <li>5. To clean catering areas to regulated standards as directed.</li> <li>6. To undertake on and off the job training sessions as required by management.</li> <li>7. To inform the Catering Supervisor of any defects in equipment or premises.</li> <li>8. To undertake any other duties that may be required for the effective operation of the catering establishment.</li> <li>9. Wear uniform provided, ensuring it is clean and tidy and observe hygiene standards at all times</li> <li>10. To attend meetings and training sessions as required</li> <li>11. To be responsibility for the health and safety of themselves and others</li> <li>12. To work within school policies and procedures</li> </ol>					
<b>Prepared by:</b>	Schools HR Team			<b>Date:</b>	January 2023





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**This document** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties of the postholder. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities** - We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety** - All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment** - We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

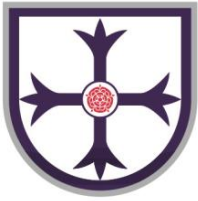
**Customer Focus** - We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge** - We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

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<b>Person specification</b>		
<b>Post title: School Catering Assistant</b>	<b>Grade: FLW</b>	
<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: application form (AF), interview (I), reference (R)</b>
<b>Qualifications</b> Food Hygiene Certificate	D	A
<b>Experience</b>		
Customer Care	D	A, I
Experience of working in the Catering industry	D	A, I
Food Preparation skills	D	A, I
Cash Handling	D	A, I
<b>Knowledge and skills</b>		
Good standard of personal hygiene	E	I
Able to work under pressure and use own initiative	E	A, I
Able to meet deadlines	E	A, I
Able to work as part of a team	E	A, I
Good customer care skills	E	A, I
<b>Other (including special requirements)</b>		
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Satisfactory Attendance Record/commitment to regular attendance at work	E	R
Display the School values and behaviours at all times and actively promote them in others	E	A, I
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
Commitment to undertaking in-service development	E	A
<b>Note: We will always consider your references before confirming a job offer in writing.</b>		

Date created: 31/01/2023

