



St Ralph Sherwin
Catholic Multi Academy Trust



St John Houghton Catholic Voluntary Academy

Saint John Houghton Catholic Voluntary Academy
Abbot Road, Ilkeston, Derbyshire DE7 4HX

<http://www.st-johnhoughton.derbyshire.sch.uk/>

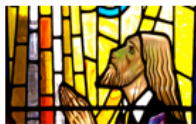


Application Pack

Catering Assistant

St John Houghton Catholic Voluntary Academy
Ilkeston

Welcome



St Ralph Sherwin
Catholic Multi Academy Trust



Dear Applicant,

Thank you for expressing an interest in applying to work within the St Ralph Sherwin Catholic Multi-Academy Trust (CMAT). As CEO, I want to provide you with an introduction to our Trust and to give you a flavour of what working within our Trust would be like.

Firstly, you do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

Everybody who works within our Trust, in a school or central offices is in some way a teacher. Whether you are the headteacher, a classroom teacher, receptionist, cook, cleaner, caretaker, HR or Finance manager/assistant you have an impact on the children we serve. We are a family and building a community which supports and upholds our gospel values of tolerance, respect, compassion and love are central to our success going forward.

This is a hugely important time in the life of our Trust. As of 1st September 2018, we have brought together 25 schools from Derby City, Derbyshire, Staffordshire, Stockport and Nottinghamshire (of which 20 are primary and 5 are secondary) to work within the Trust.

As CEO of the Trust I understand the huge responsibility I have to ensure that every child and young person benefits from the establishment of this new Trust.

The St Ralph Sherwin Catholic Multi-Academy Trust has been formed to preserve, maintain and develop Catholic education in the areas served by its academies. We are committed to providing the highest quality of education for every child and young person we serve.

We have a vision for our Trust that goes beyond our individual academies and that changes our perceptions from *my* academy to *our* academy. Working together through the Trust, each academy will benefit educationally from the expertise within the Trust as a whole and practically from the services procured and provided centrally. By formalizing the links between secondary and primary schools we will provide a stable, challenging and consistent education through the phases to those pupils and families we serve. Our Trust will be a dynamic entity, which will grow and adapt with those who are working and learning within it. It will respond to the needs of its community while adhering to the Catholic principles upon which its member academies are founded.

We have been given a wonderful opportunity to shape the future of Catholic education for around 8,000 young people who attend our schools across the Trust.

Schools are special places where we get the chance to improve the lives of young people in a unique way. The best schools are places where we develop young minds; we must focus on growth not just in the brain but the growth of character, the development of the whole person.

I hope you are excited by this vision of what we want to achieve and if you feel you want to be part of this, I would encourage you to apply for this position within our Trust.

Yours sincerely

Sean McClafferty

CEO, Saint Ralph Sherwin Catholic Multi-Academy Trust

Headteacher's Letter

St John Houghton Catholic Voluntary Academy

Part of St Ralph Sherwin Catholic Multi Academy Trust

Saint John Houghton Catholic Voluntary Academy
Abbot Road, Ilkeston, Derbyshire DE7 4HX

<http://www.st-johnhoughton.derbyshire.sch.uk/>

November 2018

Dear Applicant

Catering Assistant (Fixed Term - 07 January 2019 to 19 July 2019)
Required for January 2019

Thank you for your interest in the post of fixed term Catering Assistant. As the Headteacher of Saint John Houghton Catholic Voluntary Academy I am looking for the right candidate to join us in providing this key service. The application pack includes further information about the post, the school, and job description and person specification for your information.

As you will see from the person specification we are looking for someone with good customer liaison, communications skills with knowledge of food hygiene/safety/cleaning practices.

We hope that having read through the information included, you will have a sense of our school community and feel inspired to apply for this post. If so, please complete and sign all the documents in the application pack and send these to the St Ralph Sherwin Catholic Multi Academy Trust as directed.

We welcome and encourage visits from prospective candidates and would ask that you contact the Catering Manager Mrs Paula Moore (P.Moore@st-johnhoughton.derbyshire.sch.uk) if you wish to arrange a mutually convenient appointment.

Kind regards

Yours sincerely



Mrs J McCarthy
Headteacher

About St John Houghton

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Part of St Ralph Sherwin Catholic Multi Academy Trust

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The Governors are seeking to appoint a hardworking Catering Assistant to join Saint John Houghton Catholic Voluntary Academy as part of the St Ralph Sherwin Catholic Multi Academy Trust.

We have an exciting opportunity for a reliable, dedicated and energetic individual to join our Catering Team to assist in preparation/service/clearing up of meals for our students and staff.

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils.

The successful candidate will need to demonstrate all-round catering experience and have good communication skills.

We can offer the successful candidate:

A supportive working environment (We welcome applications from both Catholics and non-Catholics)

A dedicated, supportive and committed team of staff

A welcoming community with a clear sense of its Catholic identity

Training and support to develop skills

Visits to the school are welcomed, please contact the school at Enquiries@st-johnhoughton.derbyshire.sch.uk or 0115 932 2896.

How to apply

For more information, an application pack and to apply please visit <https://srscmat.co.uk/vacancies> or email vacancies@srscmat.co.uk.

Closing date: Monday 26th November 2018

Interviews: Monday 3rd December 2018

The St Ralph Sherwin Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

You do not need to be a Catholic to work in our Trust. There are certain reserved positions, which require someone to be Catholic, i.e. CEO, Headteacher, Deputy Headteacher, Subject Leader/Head of RE and Lay Chaplain but other than that a respect for our ethos and a willingness to participate in what we do is all that is required.

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Saint John Houghton Catholic Voluntary Academy

About Our Academy

As a Catholic Voluntary Academy everything we do is based around our Mission Statement and we expect all who work with us to respect our distinctive Catholic ethos.

Saint John Houghton Catholic Voluntary Academy opened as The Blessed John Houghton Catholic School in 1965 offering a Christian education, where prayer, worship and liturgy are integral parts of our daily life.

We aspire:

To be recognised for the quality of care extended to all associated with us and to respect each person's dignity and uniqueness

To make the faith life of the school inform and affect work in all areas of the curriculum

To be a 'family', embracing home and parish, with an awareness of its responsibilities to both local and world-wide communities

To establish a whole curriculum which will balance the highest academic standards with the life skills and critical awareness necessary to enable all students to reach their full potential and to respond to the needs of society

Our Academy is part of the St Ralph Sherwin Catholic Multi Academy Trust in the Diocese of Nottingham and Derbyshire LA area, close to the cities of Nottingham and Derby. The school is popular and there are approximately 650 students on roll. The majority of students come from Catholic feeder schools in Ilkeston, Eastwood and Long Eaton and some from Derby. We are International Schools award winners and have also achieved some success in the Church Schools Award scheme. We are also a Fairtrade School and have well established global links.

Saint John Houghton is a wonderful school for teachers and learners alike. We are rooted in a rich local tradition and celebrate our heritage each year by participating in the Beauvale Pilgrimage. We are also forward looking and constantly seeking to develop all aspects of provision and experience for our students. We provide an outstanding curriculum, one which is carefully planned and consistently reviewed to meet the needs of the all our students. Our staff are passionate about our school community and committed to the growth and development of all colleagues and students. The students enjoy academic challenge and appreciate positive relationships with their teachers. They are reflective learners and engage wholeheartedly with the broader aspects of school life in relation to for example, social justice issues and service towards others. We are a welcoming and happy community and the work of all members of our school community is founded in the context of the School Mission Statement. At Saint John Houghton we prepare our students for the modern world and in the words of our school prayer, we pray that students will have "the fortitude to follow your Son, Jesus, amid the mayhem of our often chaotic world." Our school motto, Garde ta Foi means 'Guard your Faith'. We aim to give our students the skills and faith to face the challenges of 21st Century living.

Job Description

JOB DESCRIPTION

Designation:	Catering Assistant
Responsible to:	Catering Manager
Weekly hours:	11.30am to 1.45pm Monday to Friday
Hours worked per week:	11.25 hrs - Term time only
Working weeks per year:	38
Pay Scale:	The Living Wage

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Details

As a Catering Assistant you will work as a member of a catering team of 9 staff to help produce and serve a high standard of meals, sandwiches and snacks daily for approximately 650 students and staff.

This role is ideal for someone who enjoys working as part of a team, has a flexible approach and enjoys working with both adults and children.

Duties and Responsibilities – Specific

- Serving of meals and cash handling duties
- General kitchen cleaning duties i.e. washing and cleaning
- Preparation of salad, vegetables and sandwiches.
- Ensure food hygiene and health and safety regulations are adhered to all times.
- Maintain a high standard of food presentation.

Carry out any other reasonable duties within the overall function of the job.

Duties and Responsibilities - General

- To adhere to existing working practices, methods and procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To co-operate with the Academy in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

To maintain confidentiality and observe data protection and associated guidelines where appropriate

Working environment

The post is based in the school kitchen.

Uniform is provided.

Saint John Houghton Catholic Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Person Specification

Skills		
Requirements	Essential/Desirable	Measurements
Ability to work in any type of catering unit. Good custom-	Essential	From the applica-
Ability to carry out manual handling duties	Desirable	From the applica-

Knowledge		
Requirements	Essential/Desirable	Measurements
Health and safety practices. Principles of food hygiene and	Essential	From the applica-
Awareness of principles of manual handling. Awareness of	Essential	From the applica-
Principles of cash handling	Essential	From the applica-

Experience		
Requirements	Essential/Desirable	Measurements
Working within a team. Safe working practices. Working to	Essential	From the applica-
Worked in a production kitchen	Desirable	From the applica-
Basic food hygiene NVQ level 1	Desirable	From the applica-

November 2018

Information for Applicants

How to apply

A job description and person specification are available for download.

If you wish to apply, please download, complete and email your application form and associated forms to vacancies@srsccmat.co.uk by the closing date.

Please ensure that your application contains the following:

- A clear indication of the post for which you are applying
- Email addresses for all your referees
- **NB Should you be shortlisted, references will be taken up prior to interview**
- The completed separate Rehabilitation of Offenders Disclosure Form
- The completed separate Recruitment Monitoring Form

All CVs must be accompanied by a fully completed application form.

Closing Date

Please ensure your application arrives before the closing date of **Monday 26th November 2018 at 4pm**. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

Interview

Interviews for the posts will take place as soon as possible after the closing date. Please assume that if you have not heard from me within two weeks of the closing date, that unfortunately on this occasion your application has not been successful.

School Visit

The school warmly encourages applicants to visit their school. Please contact the school office to arrange an appointment.

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Should you be shortlisted, references will be taken up prior to interview. The appointment will be made subject to an enhanced DBS check and other pre-employment checks.

Information for Applicants

Saint Ralph Sherwin Catholic Multi-Academy Trust

On 1st September 2018, the Saint Ralph Sherwin Catholic Multi-Academy Trust brought all of the 25 Catholic schools located in Derby City, Derbyshire, Staffordshire and Stockport together in a partnership, to ensure the very best spiritual, social and academic experiences and outcomes for the young people in our schools. We will achieve this through working together to share what we do well and identify the areas where we can learn from each other. As a Catholic MAT, we will place the life, teachings and person of Jesus Christ at the centre of everything we do.

The Schools of the Saint Ralph Sherwin CMAT:

Primary Schools

St John Fisher Catholic Voluntary Academy, Derby
St Alban's Catholic Voluntary Academy, Derby
St George's Catholic Voluntary Academy, Derby
St Joseph's Catholic Primary School, Derby
St Mary's Catholic Primary School, Derby
Christ the King Catholic Voluntary Academy, Alfreton
St Elizabeth's Catholic Voluntary Academy, Belper
St Anne's Catholic Voluntary Academy, Buxton
All Saints & Saint Margaret's Catholic Voluntary Academies, Glossop

St Mary's Catholic Voluntary Academy, Glossop
St Charles's Catholic Voluntary Academy, Hadfield
St Thomas Catholic Voluntary Academy, Ilkeston
English Martyrs' Catholic Voluntary Academy, Long Eaton
St Joseph's Catholic Voluntary Academy, Matlock
St Mary's Catholic Voluntary Academy, New Mills
St Edward's Catholic Voluntary Academy, Swadlincote
The Priory Catholic Voluntary Academy, Eastwood
Holy Rosary Catholic Voluntary Academy, Burton

Secondary Schools

St Benedict Catholic Voluntary Academy
St Thomas More Catholic School
St Philip Howard Catholic School
St John Houghton Catholic Voluntary Academy
Blessed Robert Sutton Catholic Sports College



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