



Broughton Hall Catholic  
High School

# Application Pack

## Catering Assistant

**Start Date:** As soon as possible

**Closing Date:** 4<sup>th</sup> December 2024

**Shortlisting Date:** 5<sup>th</sup> December 2024

**Interview Date:** 12<sup>th</sup> December 2024

**Salary Scale:** NJC SCP 2 to 3 £23,656 – 24,027  
full time equivalent (£12.96 - £13.17 per hour)

**Contract Term:** 18 hours per week permanent  
To work Inset Days

<http://www.broughtonhall.com/information/vacancies.php>

## Broughton Hall Catholic High School

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6<sup>th</sup> Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an **'Ambition for All'** policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto **'Cor Unum et Anima Una'** - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

### We Offer

- Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
- Regular training and development programme
- Access to occupational health
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

## Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

## Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

## Welcome

Thank you for your interest in the position of Catering Assistant at Broughton Hall Catholic High School. This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant and diverse school. In November 2022 Ofsted inspectors acknowledged the work taking place at Broughton Hall. Pupils are proud to be part of Broughton Hall Catholic High School and enjoy strong relationships with their teachers and pastoral staff.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and hope that you are the person we are looking for to bring creativity and innovation to the role.

Our Governors are seeking to appoint a Catering Assistant to prepare and serve high quality, healthy meals, wash and clean down and tidy after service. The successful candidates will work as part of a busy team and have excellent customer service skills.

Training will be provided to ensure compliance with health and safety and Basic Food Hygiene regulations.

We look forward to hearing from you.

Gerard Preston  
Head Teacher



## Job Description

### Catering Assistant

<b>Reporting to:</b>	Catering Manager, School Business Manager, Headteacher and Senior Leadership Team as appropriate.
<b>Purpose:</b>	<p>The Catering Team is responsible for delivering an outstanding catering service, supporting the school in its teaching and wider operations by ensuring students are provided with excellent customer service and high quality, nutritious meals to support a healthy learning environment.</p> <p>To work as part of the Team and contribute to the achievement of its objectives, providing an effective and efficient catering service. This includes preparing and serving food, maintaining the associated catering areas in accordance with food hygiene regulations.</p>
<b>Areas of Responsibility:</b>	<p><b>Food Production:</b></p> <ul style="list-style-type: none"> <li>• To assist as directed with all aspects of basic food preparation</li> <li>• Cleaning and clearing of food production areas</li> <li>• To make cakes on a daily basis and assist with batch cooking</li> <li>• Ensure compliance with food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times</li> <li>• Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of the pupils</li> </ul> <p><b>Food Service:</b></p> <ul style="list-style-type: none"> <li>• Prepare counters and dining areas for service</li> <li>• Preparation and setting out of condiments</li> <li>• Prepare and serve breakfast</li> <li>• Service of hot and cold food and beverages</li> <li>• Ensure sufficient food supplies throughout the service period</li> <li>• Clearing and cleaning counters of debris during service</li> <li>• Clearing and cleaning of counters and service equipment after service</li> <li>• Clearing and cleaning of tables</li> <li>• Act as a Barista</li> </ul> <p><b>Cleaning/ Washing Up:</b></p> <ul style="list-style-type: none"> <li>• Clearing down after service</li> <li>• Washing up of crockery, cutlery, glassware, utensils etc., as required, either via automatic dishwasher or hand sinks</li> <li>• To maintain a high standard of hygiene and safety within the workplace</li> </ul>

	<ul style="list-style-type: none"> <li>To undertake all aspects in the cleaning of equipment – in accordance with the Cleaning Schedule and to complete the Cleaning Schedule with your signature when the task has been completed.</li> </ul> <p><b>Customer Service:</b></p> <ul style="list-style-type: none"> <li>Greets all customers helpfully and courteously</li> <li>Gives customers information about products</li> <li>To report any customer complaints or compliments to the Manager</li> <li>Accept payment and give change, including operating a till or other systems (where applicable)</li> </ul> <p><b>Catering Support:</b></p> <ul style="list-style-type: none"> <li>Keep limited records (e.g. counter checks and stock sheets)</li> <li>Clean and fill vending machines</li> <li>Assist with the preparation and service at special functions</li> </ul> <p><b>School Support:</b></p> <ul style="list-style-type: none"> <li>To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos</li> <li>To attend relevant in-service training</li> <li>Actively promote, comply and adhere to all school policies</li> <li>Demonstrate willingness to support new initiatives within the school</li> <li>Participate fully in training, learning development and the school's performance management system for support staff</li> </ul>
<b>Supervision:</b>	To work under the supervision of the Catering Manager. Able to work on own without direction.
<b>Disclosure level:</b>	Enhanced with Barred List Check
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

### Catering Assistant

Qualifications	Essential	Desirable
Hold a Basic Food Hygiene certificate or be prepared to train for a qualification	✓	
Good reading, writing and numeracy skills	✓	
Experience	Essential	Desirable
Preparation and cooking of simple food & beverage	✓	
Experience of serving customers at the counter		✓
Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc.		✓
Knowledge & Skills	Essential	Desirable
Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	✓	
Ability to exchange routine verbal information clearly with children and adults	✓	
Ability to work collaboratively as part of a team of professionals, communicating information colleagues effectively	✓	
Personal Qualities	Essential	Desirable
A professional with a flexible approach to work and who enjoys being a good team member	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to attend, and ability to contribute to whole school INSET training days	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with Equalities and other relevant policies	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
Caring, kind and sensitive to the needs of children	✓	
Set a good example and provide a positive role model to the children in terms of being calm, fair and polite	✓	
Display commitment to protection and safeguarding of children and young people	✓	



