



Catering Assistant

Permanent

20 hours per week

5 days, Term Time only

Daily hours 10.25am-2.40pm

A Grade £11,569 per year (£12.97ph)



Candidate Information Pack

Yateley School, School Lane, Yateley, Hampshire. GU46 6NW Tel 01252 879 222

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Headteacher: Mr P German BA NPQH
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E-mail: admin@yateley.hants.sch.uk
Web: www.yateleyschool.net
Address: School Lane, Yateley, Hampshire, GU46 6NW



YATELEY SCHOOL

Dear Applicant,

Thank you for your interest in applying for this position at Yateley School. If you are looking to work in a dynamic, fast-paced and innovative school then look no further! We are always keen to find enthusiastic teachers and support staff to join our thriving and successful mixed 11-18 school of over 1300 students (with over 200 in the Sixth Form).

We hope that the information provided helps you in making your decision to proceed with an application. However, a school visit, or an informal conversation by phone or online can be equally helpful, so do feel free to get in touch.

You would be joining a warm, supportive and highly skilled team who work collaboratively to support our students. In July 2023, Ofsted noted that '*staff are proud to work at the school. They feel valued, and have confidence in the school's leadership*'.

We make every effort to ensure all candidates have equality of opportunity throughout the selection process. If you have any specific needs or accommodations we should be aware of please do not hesitate to contact the school.

I would like to take this opportunity to extend my best wishes to all applicants. Whether or not you are successful on this occasion, I wish you every success in your future career.

Yours sincerely,

A handwritten signature in black ink that reads 'P. German'.

Paul German
Headteacher



Advert

Job Title:	Catering Assistant
Salary:	A Grade £11,569 starting (FTE £25,025)
Contract:	Permanent – to start ASAP
Hours of Work:	20 hours per week, Term time only Daily hours 10.25am – 2.40pm (includes a 15 minute break)

We are looking for a reliable and enthusiastic Catering Assistant to support the delivery of a high-quality school meals service. You will play a key role in preparing, serving and maintaining a safe, welcoming dining environment for pupils and staff.

Working as part of a friendly team, your responsibilities will include assisting with food preparation, serving meals in line with portion and dietary requirements within tight service times. You'll also help maintain excellent hygiene standards through cleaning duties and washing up, as well as assisting with stock control and deliveries.

This is a fast-paced, hands-on role requiring good teamwork, a positive attitude and the ability to engage with pupils and staff. You will be encouraged to promote healthy eating and provide great customer service at all times.

No formal experience is required, but some knowledge of preparing or serving food is helpful. Full training, including food hygiene and manual handling, will be provided.

We're looking for someone who is physically fit, dependable and able to work efficiently under time pressure. This is an active role that involves being on your feet for much of the shift, lifting and moving stock and equipment, and carrying out cleaning duties alongside food preparation and service. A focus on maintaining high standards and working effectively as part of a team is essential.

Yateley School has a strong ethos of wellbeing for staff and students and is completely committed to securing the best academic and personal development outcomes for our young people as well as providing excellent professional development for staff.

Application Procedure

Interested applicants should complete the attached application form together with the personal statement within the form and address the job description and person specification in their application. CVs are not accepted. If you have any questions, please contact applications@yateley.hants.sch.uk

Closing date: 9am Wednesday 30th September 2026. Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

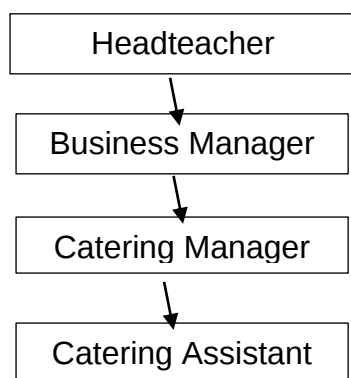
Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Job Description

SECTION A

ROLE PROFILE FORM REF:	02025
DEPARTMENT	Education (Schools)
ROLE TITLE	Catering Assistant
ROLE REPORTS TO (Supervisor/manager's role title)	Business Manager, through Catering Manager
ROLE PURPOSE (Why the role exists)	To prepare, cook, and serve nutritional, balanced meals at the correct time. To prepare and dismantle eating areas and carry out cleaning duties

SECTION B - ORGANISATION STRUCTURE



<u>SECTION C – ROLE REQUIREMENTS</u>	
Accountabilities	Accountability statements
Food preparation and cooking of meals	Help prepare, as directed by the Head of Catering or line manager, the required number of food products, following specified menus /special dietary requirements.
Setting up and clearing away of dining hall	Within strict time limitation, set up required number of tables, chairs bins and water jugs for service periods within the designated eating areas. At end of service disassemble tables and chairs, clear and sweep eating /outside areas ready for immediate school use.
Serving/customer liaison	Serve food following specified portion control guidelines and special dietary requirements. Positively encourage customers to try a variety of food and seek feedback from pupils and teachers on products and service. Handle cash, operate tills/vending machines/cashless card systems where necessary, following strict guidelines.

Kitchen cleaning rota and general washing up	Wash up all eating utensils and equipment, sterilising where required, following set guidelines. Complete cleaning duties, following daily and weekly rotas, to ensure health and safety and hygiene standards are maintained.
Stock control/receipt of deliveries	Put away daily/weekly/fortnightly deliveries ensuring correct stock rotation and quality control guidelines. Receive deliveries, when directed by unit manager , carrying out quantity, temperature and quality checks.
Vending Machines	To clean/fill/empty of cash account for monies collected daily
Corporate and statutory initiatives - equalities/health and safety/egovernment/sustainability	Ensure health and safety and hygiene procedures e.g.: temperature probing and recording.

SECTION D – THE KEY DECISION MAKING AREAS IN THE ROLE

Under supervision and guidance

- Ensure correct portion size is given to customer.
- Ensure every customer receives a meal and resolve meal number discrepancies.
- Ensure correct prices are charged for each food item
- Ensure correct card is used for given customer in 'cashless' card system

SECTION E – The role dimensions – financial (eg budgets) and non-financial (eg units, workload, customers/staff)

Up to 200 meals served per day.

SECTION F – The main contacts – external/internal customer contacts and purpose

Customers: pupils, Headteachers, school admin staff, and supervisory assistants. Regular communication with customers to request /receive feedback on food and service provided.

Communicate and work with school administration staff, supervisory assistants, site manager and suppliers to ensure smooth operation of service. This involves negotiating/giving and receiving information, *if requested to do so although such is usually handled by the Head of Catering or line manager*

SECTION G – Working conditions – environment, and physical effort or strain

Working temperatures/working environment will vary in units depending on age of kitchen and fixtures and fittings, For example some kitchens will have stone tiled floors which can become slippery due to condensation build up whilst other units will be extremely cold in winter and too hot in the summer due to poor ventilation.

Due to nature of operation catering assistants are required to work within a confined space which adds to additional pressure on team work requirements.

Catering assistants have to be physically fit to carry out duties of job, as job requires lifting and carrying of tables/ chairs and heavy cooking equipment. The job also involves continuous standing.

Due to time pressures (20 - 50 minutes service period) catering assistants have to work at a consistently fast pace. There are additional time constraints to work within, due to the school using hall and classrooms prior to and after dinner period.

SECTION H – Context/additional information

Please note that a catering assistant may do all or just some of these duties depending on the number of hours contracted to work per day, e.g.: an assistant working 2 hours may only put tables and chairs up and serve over dinner period. The accountability statements are undertaken by all catering assistants, although the time spent on each is dependent on contracted hours.

SECTION J – Entry: Necessary role-related knowledge, skills and experience at selection

- Knowledge of serving/preparing a meal at home.
- Physically fit- to be able to lift large numbers of tables and chairs and heavy kitchen equipment.

SECTION K – Initial induction/training required to become effective in the role

Estimated time to become operationally effective: 2 weeks

- On the job training of various duties and best practice.
- Food hygiene awareness training.
- Manual handling training.

SECTION L – Operationally effective: How would effectiveness in role be demonstrated?

To be able to cover main duties without constant supervision. The individual would be able to follow the kitchen rota without constant referral and know by looking at the time of day what task they should be carrying out e.g. setting up and clearing of dining room, serving, washing up requirement and kitchen cleaning.

SECTION M – Adding value: What characteristics will the advanced role holder demonstrate?

- To be able to cover for Deputy Head of Catering.
- Undertake on the job training/induction for new catering assistants, in absence of Deputy Head of Catering.
- Collate all monies taken daily and prepare for banking, *if required*

How to Apply

Interested applicants should complete the application form* together with the personal statement within the form, and address the job description and person specification in their application.

Please submit completed applications to Applications@yateley.hants.sch.uk

CV's are not accepted.

Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

If you have any queries regarding this vacancy or application process, please contact our HR department on 01252 879 222 or email applications@yateley.hants.sch.uk

*Applications are also accepted via TES and Education Jobs websites directly; all applications will be considered equally.

Safer Recruitment

Yateley School is committed to safeguarding 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 successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

For the successful candidate, we can offer:

- A supportive team environment
- Continued Professional Development
- Teacher Pension Scheme (for teachers)
- Local Government Contributory Pension Scheme (for support staff)
- Free on-site car parking
- Preferential rates on Gym and Swim membership at our on-site Health & Fitness facility
- On-site Nursery facility for babies and children from 3 months to 5 years (subject to availability)

School Information

We are proud of our school – exemplary teaching and determined, resilient students. The challenge of providing a rigorous and challenging curriculum, alongside the need for breadth and skills development is taken seriously, as is our resolute insistence on giving and expecting the best. The school is regularly described as having ‘high standards and a heart’ and the level of pastoral care and individualised support is integral to the ethos of the school.

The Ofsted report of 2023 opens with *‘Yateley School is a warm and welcoming community where pupils thrive’* and *‘The school’s values of ‘Ready, Respectful, Safe’ permeate all aspects of school life.’* Underpinning this is an ethos of high standards and high expectations. We work hard to create a caring and challenging learning environment where every individual can strive, enjoy and achieve and be supported to do so. The curriculum is broad and engaging and our accomplishments in cultural and sporting activities are truly inspirational. Ofsted noted that the *‘curriculum offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations.’* No child is left out and it is a matter of pride for us that whatever a child’s need, we can bring both our resources and individual care and attention to bear to ensure that every young person can thrive. *‘Pupils invariably behave well in lessons and around the school site, having respect both for each other and for adults alike.’* Ofsted. Alongside vast opportunity within the curriculum, our superb House system ensures that all students can and should participate from the first day and play a full part in the success of both House and School

We have superb provision both within and beyond the classroom and we are confident that the preparation for adult life offered at Yateley School is second to none. The school occupies a very pleasant and partially wooded site in excess of sixty acres. We have larger than average playing fields; a sports hall; a full commercial gym and swimming pool with day time school use and preferential rates for staff; a dance studio; specialist music rooms, a theatre with a dedicated audio/lighting facility; dedicated ICT suites, a community hall, dining halls and specialist teaching accommodation for Technology, Mathematics, Science, English, Humanities, Modern Foreign Language, Performing Arts and Physical Education.

History and Location

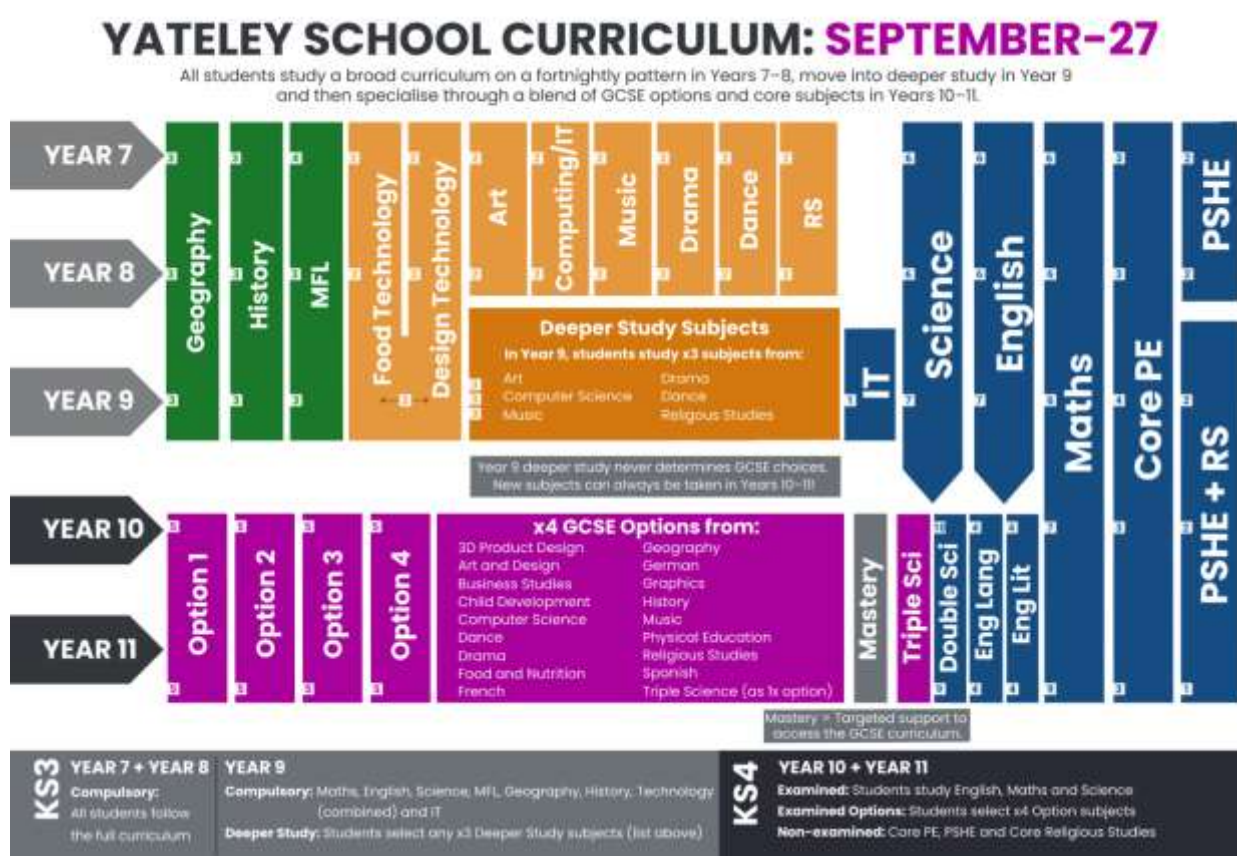
Opened in 1968 as Hampshire's first community comprehensive school, in purpose-built accommodation, Yateley School was and still is truly innovative. It has an on-site nursery, a sports centre, the town library and adult and community learning all co-located within the large and attractive site. It is now one of only four schools in Hampshire to retain a Sixth Form and this semi- autonomous part of the school is hugely successful and adds a vital dimension to the character and strength of the organisation.

Yateley School serves a mixture of rural and urban housing in and around the small town of Yateley in North East Hampshire. The Hart district of Hampshire is broadly quite affluent and nearby Fleet has been rated best in UK in a quality of life index. Yateley School's catchment is truly comprehensive and serves a broad mix of social and economic backgrounds. The school is well served by the nearby M3 and M4 motorways and there are railway stations in Blackwater (2 miles) and Farnborough (6 miles). The large towns of Reading (12 miles), Basingstoke (13 miles) and Guildford (15 miles) are all within easy reach. The centre of London is only 35 miles away.



Curriculum and Timetable

Our timetable is made up of five 60-minute periods each day, starting with a daily tutor time of 20 minutes. The curriculum in Key Stage 3 covers a broad range of subjects and runs over three years. In Year 8, students select three subjects from Art, Computer Science, Music, Dance, Drama and Religious Studies to continue in Year 9 for deeper study. The subjects they choose never determine their GCSE options; this is an opportunity to focus on subjects they enjoy and may wish to pursue to GCSE level. In MFL, students study French in Year 7 but also experience German and Spanish lessons. During Year 8 and Year 9, students either continue with French or take up Spanish or German as their language of choice.



GCSE options are taken in Year 9, where diversity and choice are extended still further with additional subjects available for KS4 at the start of Year 10. At Yateley School, students typically select four GCSE options, though we also have a Mastery pathway for a small number of students who take three GCSE options and then receive additional, targeted support to strengthen their literacy and numeracy skills, ensuring they are fully prepared for the demands of GCSE study and beyond.

Curriculum Detail

In KS3, we run a timetable model based on two blocks. Maths and Science are set based on SATs results and internal testing. English, Modern Foreign Languages (MFL), Computer Science, PSHE and PE classes are mixed ability within the two blocks. All other subjects are mixed ability throughout Key Stage 3.

We work to offer the broadest curriculum possible at KS4, and this range and breadth of subjects widens still further at KS5 with an exciting offer of courses designed to fit the needs of all learners. English setting begins in Year 10, and English classes also determine PSHE class groups.

Ofsted noted that the curriculum is "broad and balanced" and "offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations," with "creative, technical and performing arts... particularly strong." Ofsted also found that "pupils are supported and guided well to ensure that they follow appropriate courses for their ability."

This is complemented by an extracurricular provision that offers a wide range of experiences across many areas, including significant sporting success at district and county level. We continue to enhance our curriculum offer with a wide range of trips, visits and other events, with over 90 extracurricular opportunities on offer. Ofsted noted that "the extensive range of extra-curricular opportunities are highly valued by pupils" and that they "help pupils to develop their skills further beyond the taught curriculum."

Pastoral

The school offers high-quality support and guidance. Four Heads of House coordinate the work of their tutor teams, operating to some extent as a small school within a big school and developing a strong ethos and sense of purpose among their students. Tutor groups are organised by house and year group. Our detailed tutor programme and personal mentoring are regarded as the cornerstones of the school's ethos and underpin all we do; tutors are the first port of call for both students and parents.



Mission Statement, Vision and Values

Our mission is for Yateley School to be the pride of the community it serves, with exceptional progress for all, expert teaching and a curriculum fit for the future. Our school community will be confident, fulfilled and with consistently outstanding attitudes to learning

Yateley School exists to provide an excellent quality of education for the entire community that it serves; advancing education, learning and opportunity for the public benefit. Our school enables young people to understand, challenge and improve the world in which they live; to value their culture and accept those of others. Yateley School strives to develop responsible young adults who have the resilience and commitment to lead fulfilled lives and contribute positively to their society and to the environment.



Our Learning Values

Our Learning Values are captured by our Ambitious, Curious and Tenacious (ACT) philosophy to learning.



Ambition: We believe that everyone can play a significant role in identifying, nurturing and developing ambition. We must create an environment that supports driven individuals, and encourages others to join them in wondering what can be achieved.

Curiosity: A good question can open minds, shift paradigms and force the uncomfortable. We can help create thinkers. We believe that it is more important for our students to ask their own great questions – and more critically, their willingness to do so and seek answers.

Tenacity: Staff and students will persist more when they are treated fairly and with respect, whilst understanding that life is often challenging. Collectively, we will show tenacity in pursuit of personal excellence and we will set high expectations of what we can achieve together.

Our Behavioural Values

Our Positive Behaviour values are captured by the principles of being Ready, Respectful and Safe.



Ready: It is important that we are always ready for the day ahead and the learning possibilities. This begins each day by arriving on time and correctly equipped. It then flows into having a positive mindset and attitude in all learning opportunities to enable us to tackle the challenges that lie ahead.

Respectful: A key quality for everyone is to show respect. We must be supportive and listen to others, follow expectations and guidance and respect other people's property within the school and community. Being respectful will create a calm and positive place of work and study.

Safe: We encourage everyone to be safe in all that they do within school and community. This includes being safe in physical interactions, looking after ourselves and others and being aware of how to use online resources like the Internet and social media appropriately.

Further Information

Please do visit our School website for more information and recent news



<https://www.yateleyschool.net/>

