

## CONTEXTUAL INFORMATION

### **Catering Assistant**

Following our Academy conversion in 2011 we appointed our own Head of Catering and have managed our catering facilities in house. This has allowed us to place food provision at the centre of the school and enabled expansion into a satellite café provision within the Sixth Form area and a Year 11 Diner. We are a very busy catering facility serving the needs of nearly 1500 pupils on a daily basis.

We are looking to appoint a part-time Catering Assistant who will work in alongside our existing catering staff to enhance the learning and well-being of our students by providing good quality food every day. In addition, this provision extends beyond the school to the local and wider community.

### **Working Hours**

20 hours- 10:15am – 2:15pm Monday – Friday, although some flexibility of approach may be required.

### **Resources**

Our superb school building and grounds opened in 2002, incorporating all weather sports pitches, fitness suite and athletics track, together with a full range of both specialist and non-specialist classrooms, meet the needs of our 21<sup>st</sup> century students during school hours and are available for hire by the community out of school hours. The extensive and up to date kitchen facilities give us potential for developing the catering provision beyond where we stand today.

### **Holiday Arrangements**

This post is offered as principally a term-time post i.e. 39 weeks per year. As such personal leave will be required to be taken during school holiday periods.

In the case that the successful candidate already has holiday arranged when offered the post, and if it is declared at this time, we honour the arrangement.

### **Induction and Professional Development**

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the competency-based performance review system, which is carried out in school for all staff.

A particularly relevant element of CPD will be visits to other schools to share and provide ideas and develop good practice.

### **The Organisation of Staff at Stratford upon Avon School.**

There are about 190 staff employed at the school, with about half being teaching staff and half support staff.

We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a wellbeing programme; all staff have the opportunity to be involved in school improvement activities, and to contribute to pupil development through co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g. staff half-marathon team), and participating in staff social events. The on-site fitness gym is available for staff use at particular times.

**Start Date**

It is anticipated that the successful candidate will be able to start as soon as possible. However, it is our policy always to appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

**Interviews**

A date for interviews has not yet been fixed but will be within 2 weeks of the closing date for applications.

Stratford School is a friendly school, with high expectations for the attainment and behaviour of our students, and with a supportive ethos for all staff.

I hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact me on 01789 268051.

Jason Brooke  
Head of Catering  
July 2021