

# THE CROSSLEY HEATH SCHOOL



## Catering Assistant CANDIDATE PACK



**KINDNESS**



**COURAGE**



**EXCELLENCE**

# Catering Assistant

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# WELCOME FROM THE HEAD TEACHER

Welcome! My name is Dean Jones and I am the Headteacher here at The Crossley Heath School. It's a privilege to lead this remarkable school. Crossley Heath is steeped in rich history that dates back to 1585 with education taking place on this site since 1864 when the building was founded as an orphanage and school. This heritage provides the basis of inclusivity and social mobility that we still have at the heart of our ethos. We are an inclusive school family, building on our proud heritage to achieve our vision to be **"The leading school for educational excellence, where we nurture happy students with strong values so they all contribute positively to society"**. We believe in realising every student's potential to change the world for the better. Promoting values of kindness, courage and excellence from our students.

One of the most wonderful features of Crossley Heath is our warm, vibrant school culture, with a rich diversity of students from all backgrounds. We have aspirational classroom environments, a house system allowing all students of all ages to collaborate and compete, as well as commitment to a vast range of extra-curricular opportunities through clubs, sports and trips across the country and the world. This sense of care and community extends to our dedicated staff, who are committed to the students and school we serve. Students enjoy the breakfast, break and lunchtime experiences and they are an important part of school life here at Crossley Heath.

We are delighted that you are interested in applying for our Catering Assistant post. Details of the application process can be found on page 10 of these documents. Please visit our website ([www.crossleyheath.org.uk](http://www.crossleyheath.org.uk)) to explore the school further. Please do not hesitate to get in touch with the Chief Operating Officer, Mrs. Debbie Gallimore, ([d.gallimore@crossleyheath.org.uk](mailto:d.gallimore@crossleyheath.org.uk)) if you require any further information in the first instance.

I hope you will take the opportunity to explore further and decide that this role is the right one for you and we look forward to receiving your application.

**Dean Jones M.A.**  
Head Teacher, The Crossley Heath School



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# INFORMATION ABOUT THE SCHOOL

## WHO WE ARE AND WHAT WE STAND FOR

At Crossley Heath we see ourselves as a school family. Our school building was founded as an orphanage and school 160 years ago and the spirit of inclusivity and social mobility on which we were founded lives strong today. The school evolved into an amalgamation of Crossley and Porter and Heath Grammar Schools allowing us to trace our heritage back to 1585 and the origin of the school motto 'Omne bonum ab Alto' meaning "all good things come from above" which can both have a spiritual dimension and remind us to be thankful to the generations before.

We are a grammar school for entry into Year 7 which means students of all backgrounds are welcome at our school, they just have to show the aptitude to excel on the entrance examinations. We are proud of our diverse student body and much higher proportion of students accessing Free School Meals than other grammar schools as inclusion is at the heart of our ethos. We have a thriving sixth form which is integral to the life of the school. We embrace and celebrate our wide ethnic and geographic diversity and endeavour to be a genuinely warm, inclusive and vibrant school community.

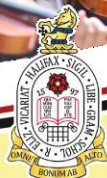
**OUR VISION:** We truly look forward to welcoming students to The Crossley Heath School and championing their success throughout every moment of their time with us. We are a **school with a heart** and consider our staff, students and their families to be a school family. Our vision is to be **the leading school for educational excellence, where we nurture happy students with strong values, so they all contribute positively to society.** The happiness of our students really matters to us. We know that academic achievement will give them the brightest choice of future careers which will allow them to be happiest. Our aspiration is for our students to spread happiness too as positive role models for our values of kindness, courage and excellence. Our students will influence society for the better, leaving our school committed to making the world a better place.

**OUR VALUES:** Our values are **kindness, courage and excellence.** Crossley Heath students have the kindest manners, support others in a spirit of philanthropy and are inclusive in welcoming all people into our school family. We stand up courageously for what is right, celebrate the diversity of people from all backgrounds, recognise that the resilience to bounce back from failure is central to success in life and we develop the confidence to help influence the world to become a better place. Excellence is our goal, excelling academically through hard work, giving our all to sports and the arts, seizing every opportunity to shine.

**OUR PURPOSE:** **Unlocking potential; building leaders of the future.** We are a grammar school with the purpose of promoting the highest achievement and most aspirational future destinations for our students. In this way we are an engine for social mobility as we unlock the potential of the most academically able students, regardless of their background, to achieve the highest of goals. Our heritage has blessed us with a truly unique building and a spirit of philanthropy, such that we have a desire to promote the welfare of others through giving our time to support and fundraise for charities helping the most vulnerable in our local community. We are here to develop students with the strength of character, aptitude and positive commitment to sharing happiness as leaders of the future.

We have a vibrant House system which adds a strong sense of positive competition and affords students an opportunity to express themselves, demonstrate their talents, make lifelong friends and have fun. Indeed, many former students comment that some of their fondest memories are of taking part in activities for their House. Student leadership is a strength at Crossley Heath with all students, led by 6th form leaders, taking part in fundraising, Eco Schools, health and well-being initiatives. Extra-curricular activities, especially a wide variety of sports, are also a strength of the school as we have teams competing in rugby, football, netball, cricket and athletics throughout the year. Our school trips are many and varied across all subjects and with overseas trips ranging from Belgium to Berlin and Canada to China.

Partnership building is a Crossley Heath characteristic as we are a school family with highly supportive parents, carers and families, a vibrant local community and alumni who stay connected to our school for life. We care deeply about wellbeing and believe in being the friendliest and happiest school possible. Our staff are supported with a culture of listening, collaboration, commitment to professional development and an additional weekly free period on top of that typical in schools by way of a thank you for all that teachers do to support our wonderful students. Our students are the warmest and most welcoming people, they make being part of the Crossley Heath school family an absolute pleasure. Come along and see for yourself!



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# ADVERTISEMENT

## THE CROSSLEY HEATH SCHOOL

 Savile Park, Halifax, HX3 0HG

 (01422) 360272

 [admin@crossleyheath.org.uk](mailto:admin@crossleyheath.org.uk)

 [www.crossleyheath.org.uk](http://www.crossleyheath.org.uk)

Head Teacher: Mr. Dean Jones M.A

### Catering Assistant

**Scale 1b, £7,540per annum (Actual) 13.75 hours per week, term time only**

**We wish to appoint a part time catering assistant 13.75 hours per week, term time only. The hours of work are 11.15am – 2.00pm, Monday to Friday.**

Are you passionate about food and looking for a role where you can make a difference in children's lives? The Crossley Heath School seeks to recruit a Catering Assistant to work as part of team to ensure the effective day-to-day operation of our busy school dining area. The position will involve some basic food preparation and serving of food, washing up, operating the till and cleaning duties. You will work as part of a team to create a welcoming space for students and ensure that mealtimes are a positive and pleasant experience for students. The ideal candidate will hold a qualification in food hygiene or be willing to attend courses to gain the appropriate knowledge and skills, along with training in food allergens and waste management.

You will need to be a team player who can work to a high standard and meet deadlines, whilst being approachable, enthusiastic and committed to working with the catering team and the school.

We are a very friendly, down to earth school with a diverse student population. We welcome applications from all sections of the community.

The closing date for applications is 8.00am on **Monday 12 May 2025**. Interviews will take place on **Friday 16 May 2025**. Application packs and further details are available on our school website

[www.crossleyheath.calderdale.org.uk](http://www.crossleyheath.calderdale.org.uk) Completed applications should be sent to Mrs Fisher HR and Events Coordinator, at the above address or by email to [g.fisher@crossleyheath.org.uk](mailto:g.fisher@crossleyheath.org.uk)

**We are committed to safeguarding children in all aspects of recruitment and selection. The appointment will be subject to pre-employment checks, including an enhanced DBS check.**

**We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff.**



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# JOB DESCRIPTION

**Job Title: Catering Assistant**

**Grade Scale 1**

**Status/Hours: 13.75 hours per week, Term Time only**

**Line Manager: Catering Manager**

**Strategic Purpose:**

To work as part of a support team in helping the school in attaining its aims and objectives by providing timely and effective assistance to the Catering Department and provide a very high-quality catering service. The Catering Assistant is required to assist with the preparation of food, serving of meals to students, operating the till and cleaning down after service.

## **Specific Duties**

- Help prepare and assist with the preparation of food as required.
- Serving hot and cold meals to students, staff and visitors.
- To maintain high standards of food safety and hygiene in the school catering areas and adhere to the requirements of food safety and hygiene legislation at all times. Washing up and cleaning food areas in the dining room during service.
- Assist in the maintenance of food storage areas in accordance with requirements and legislation
- Operate the till for payment of food.
- Re-stocking of food areas as required
- Report defects in equipment or safety procedures to the Catering Manager.
- Maintain positive relationships with students and staff at school to create a pleasant dining experience.
- Washing up and cleaning of areas during and after lunch service.
- Miscellaneous duties of a practical nature as circumstances demand, or at the reasonable request.

## **NOTES**

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the holder of the post.
4. All staff participate in the school's appraisal scheme

*The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post.*

**We are committed to safeguarding children in all aspects of recruitment and selection.  
The appointment will be subject to pre-employment checks, including an enhanced  
DBS check.**



# PERSON SPECIFICATION

**JOB ROLE:** Catering Assistant May 2025

	Essential	Desirable	How Measured?
<b>Background and Experience</b>	Basic literacy and numeracy skills	Level 2 Certificate in Food Hygiene (or willingness to train)	AF/Interview
	Organisational and planning skills	To have worked in school catering or a commercial catering environment	AF/Interview
	Knowledge of school food standards	Experience of working with young people	AF/Interview
		Knowledge of food allergens (or willingness to train)	AF/Interview
		Knowledge of Health and Safety procedures	
<b>Personal Attributes</b>	Reliable and punctual		Interview/Reference
	Be able to work as an effective team player and have a 'can do' attitude.		Interview/Reference
	Demonstrate a flexible approach to the needs of the catering team and school		Interview/Reference
	Ability to relate well to students and staff in a positive, professional and polite manner and provide a high-quality service on time.		Interview/Reference
	Able to communicate clearly and effectively		Interview/Reference
	Have a passion for good food		Interview/Reference
	Commitment to upholding the school values and ethos.		Interview/Reference
	Commitment to safeguarding of all our young people		
	Commitment to ensuring that the dining space is a pleasant		



# PERSON SPECIFICATION

	experience for students and staff.		
<b>Training</b>	Willingness and ability to undertake training	Further evidence of training applicable to the post	Application form/Interview





# WHY APPLY TO CROSSLEY HEATH?

You will be joining a school which is all about putting staff and students first. There are numerous wellbeing initiatives and social events to enjoy each term.

We believe our staff are the school's greatest asset. We have signed up to the Education Staff Wellbeing Charter with the aim of supporting the wellbeing and mental health of all staff

Other benefits include:

- ✦ Free parking
- ✦ Free access to onsite Fitness Suite
- ✦ Automatic enrolment to the Teacher Pension Fund / Local Government Pension Fund
- ✦ Excellent CPD programme

## HOW TO APPLY

Applications must be made using the school's application form. The application form requires the names of two referees, one of which must be your current or most recent employer. If you currently work in a school, this should be from the Head teacher.

Closing date: 8.00 am on **Monday 12 May 2025**. Interviews will be held on **Friday 16 May 2025**. Applications should be submitted by the deadline via email to Gaynor Fisher, HR/Events Coordinator, [g.fisher@crossleyheath.co.uk](mailto:g.fisher@crossleyheath.co.uk)

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. The appointment will be subject to pre-employment checks, including an enhanced DBS check.



The leading school for educational **excellence**, where we nurture **happy** students with strong values so they all contribute **positively** to society.



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