



“The endless support I received from the teachers at Stonehenge has really inspired me. I am now training to become a teacher, to change lives in the way they □changed mine.

Former student, Kristie Newham

# THE STONEHENGE SCHOOL

CATERING ASSISTANT

Application pack

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The Stonehenge School  
Holders Road  
Amesbury  
Salisbury  
Wiltshire  
SP4 7PW  
t: 01980 623407  
e: [admin@stonehenge.wilts.sch.uk](mailto:admin@stonehenge.wilts.sch.uk)



## WELCOME FROM THE HEADTEACHER

At the Stonehenge School we believe that there is no limit to any student's potential. We aspire to develop a positive learning community in which effort, participation and achievement are valued.

Striving for excellence, we aim to create an outstanding school where students are happy, healthy and given opportunities to exceed their expectations. Enriched by history and culture, Stonehenge is a school for the future.

The school is increasingly popular and to cater for a growing roll we have recently moved into our £6.5 million new build, allowing our full number on roll to eventually grow to 1120 pupils. We have recently received confirmation that £6.5million in funding has been allocated for the second phase in our redevelopment, which will bring a new building to replace older facilities in the school, and improve our sporting facilities. Applications for entry into Year 7 have been over-subscribed in each of the last three years and we are expecting an even larger increase this year.

The school community is important to us, meaning that we have strong relationships with our students, and a collegiate supportive atmosphere within staff.



### PERSONALISED PROVISION

The Stonehenge school provides students with the opportunity to study a wide spread of subjects throughout Key Stage 3 and 4, providing full access to the National Curriculum with coverage of the full Ebacc at Key Stage 3, including 3 languages and a full range of arts subjects.

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*Striving for excellence, exceeding expectation.*



At Key Stage 3, key skills and knowledge are assessed using our 'I can' system, allowing teachers and students to keep track of their learning and progress. Students are given the flexibility and ownership to design their own option choices towards the end of Year 8, meaning that students study the curriculum that they choose, whatever their ability, allowing them to fully realise their future aspirations. At Key Stage 4 students are offered the full Ebacc, and the importance of taking a humanities and a language is discussed with parents as part of the options process. A variety of vocational courses are also offered to allow for development towards particular careers, or the pursuit of individual interests.

## PREPARING FOR THE FUTURE

Qualifications are highly important, and our examination results reflect our commitment to this. However school is also about preparing students for their future career and roles in the larger community. Students are offered many opportunities to develop team working and leadership skills. The prefect team in Year 11 is led by the Head Boy, Head Girl and their deputies. Students can initiate projects and share decision making through an active School council.

Careers guidance is provided throughout all years. A large number of students enjoy taking part in activities throughout the school year, including drama productions and musical concerts. We have excellent sporting facilities on site and at Amesbury Sports Centre, and run many sports teams and offer a number of extra-curricular sporting clubs, including rugby, basketball, netball, hockey, football and cricket. Trips and visits are run regularly; Year 9 can visit Pencelli Activity Centre in Wales and current trips planned include food trips to Normandy, outdoor pursuits in the Alps, and Geography trips to Iceland. There are regular Geography field trips, annual whole school cultural capital trips and the Languages department arrange annual visits to France or Germany.

The latest Ofsted inspection took place in April 2017 and concluded that... "The Stonehenge School continues to be good" and that "pupils are great ambassadors for the school. They are smart, polite, respectful and a joy to talk to".

A recent evaluation by the Local Authority reported that 'there is a positive and respectful school culture where the staff know and care for the students' and the 'leaders have a clear consistent vision which is realised through strong, shared and owned values and practice', and praised the emphasis that we place on developing our staff.

We look forward to welcoming applications from you,

Carole Dean



## Catering Assistant

**Required as soon as possible**

**Permanent contract**

**Wiltshire Council pay grade C Point 2 – 4, (10.60 - £10.98 per hour)**

**30 hours per week/39 working weeks per year – term time only plus TD Days**

**Monday – Friday 9.00am – 3.00pm**

**(actual annual salary £14,255 - £14,777)**

We are looking for an enthusiastic and friendly Catering Assistant to join our dedicated Catering Team.

The successful candidate will need to be reliable, flexible and happy to work as part of a small dedicated team.

Specific duties will include but will not be limited to:

- **Food preparation, including simple cooking and service of snacks and main meals**
- **Assisting with the service of meals as directed**
- **Transporting food using a trolley across the site**
- **Maintaining food handling and personal hygiene standards to ensure compliance with food hygiene regulations**
- **Cleaning of the dining area, kitchen surfaces, cupboards, tables and equipment**
- **Washing dishes, cutlery, containers, etc.**
- **Distribution of daily deliveries**

Visits to the school are welcomed, please contact Mrs Debra Harker to arrange this.

An application form and further details are available from the school website. CV's will not be accepted.

You should provide further detail in the personal statement outlining your skills applicable to the role and reasons for applying. This should be returned by post or email to Mrs D Harker, The Headteacher's PA, The Stonehenge School, Holders Road, Amesbury, Wiltshire, SP4 7PW. [admin@stonehenge.wilts.sch.uk](mailto:admin@stonehenge.wilts.sch.uk) by the closing date.

The school reserves the right to close the advertisement early should a significant number of applications be received.

**Closing date:** Friday 5<sup>th</sup> May at 9.00am

**Interview date:** Thursday 11<sup>th</sup> May 2023



## CATERING ASSISTANT JOB DESCRIPTION

**Reports to:** Catering Manager  
**Salary:** Grade C scale 2-4  
**Contract type:** Permanent

### The Role:

To support the catering staff in the preparation and serving of meals and to ensure the outdoor serving facilities are kept fully stocked to deliver a mobile break and lunchtime catering service across the school.

1. To assist in all aspects of food preparation, cooking and serving of meals with regard procedures and policies e.g. adherence to food hygiene regulations.
2. General washing up, cleaning equipment and cleaning of area after meals - sanitising.
3. Help prepare hall for meals by setting up and laying tables and putting out chairs.
4. Help with cleaning of tables and chairs and putting away into storage.
5. Prepare and deliver beverages (using a wheeled trolley) to various food outlets across the school as directed.
6. Support with stock control in outside catering areas (shacks).
7. Use the cashless catering system to serve students in various food areas
8. To observe health and safety and security requirements and to report any perceived hazards in the workplace to the catering manager (or other nominated supervisor).
9. To maintain good working relationships with other school staff and to co-operate with
10. reasonable changes to daily work routines to assist the smooth operation of the school.
11. Other duties as assigned from time to time

### Decision Making

The job holder will need to take basic work decisions. The jobholder is expected to follow school procedures, health and safety etc, and instructions from the catering manager.

### Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

### Working Environment

Physical Demands will be commensurate with cooking and cleaning duties with some lifting e.g. tables. Work is carried out within the school kitchen and dining hall, meaning exposure to heat and noise of machines. There will be some risk from use of machinery and hot food. For any questions relating to this job description, please speak to the School Business Manager.

All our food complies with the new nutritional standards which are advertised clearly on the daily menus allowing students to make choices of their own.



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We operate a cashless system, using biometrics. This allows parents to see what their child is purchasing; set spending limits etc. and give the students the opportunity to purchase food without the necessity to be carrying money around.

## **Knowledge and Skills**

No formal qualifications or previous experience is required. Initial training will be provided within the induction period and further training provided thereafter, as required.

**This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced CRB check.**