



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'
GRAMMAR SCHOOL**

Co-educational up to 11, Girls only 11-16



CATERING ASSISTANT

Competitive Salary
From September 2022

APPLICATION PACK



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1. Introduction from the Principal



Thank you for the interest you have shown in the post of Catering Assistant. This is an excellent opportunity to join our dynamic team.

Bradford Girls' Grammar School is a heavily oversubscribed through-school of around a thousand students, located in the outskirts of Bradford city centre. Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013 and now takes both girls and boys into its primary school, Lady Royd Primary. The Senior School has remained a girls' school.

I was appointed in September 2020 and I am delighted to have joined a school with such a strong history of success, and yet with so much potential for further improvement. The results have consistently been significantly well above national at Key Stage 4 and all students attain well and make excellent progress. This is particularly the case in English, which had 88% grades 9-4 in English and 31% grades 9-7 in 2020. Although this year students did not sit exams formally, these results reflect the long-term picture of the school as results have been just as high in previous years.

There are many other strengths of the school; teaching quality is good across many subjects and our disadvantaged students perform even better than others from more privileged backgrounds. Behaviour in the school is excellent, underpinned by an inclusive ethos and a strong set of values. Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform. Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

It should be noted that in March 2019 the school was inspected by Ofsted and the school is currently in Serious Weaknesses, however. This was due to aspects of safeguarding relating to the management of staff allegations, and due to the rate of students' progress in the sixth form. I am delighted to report that, since then, significant changes have been made to safeguarding processes and a monitoring visit in December 2019 judged that leaders were taking appropriate action towards the removal of the Serious Weaknesses designation. Sadly, at the end of this year, the sixth form will be closing, as it was not financially viable due to its small size. Although this is a huge loss for the school it has also presented an opportunity to expand the main school, which better meets the needs of the locality. We now have an intake of five forms (140 students) into Year 7. These students are drawn from Lady Royd Primary, siblings, and by way of a fair banding process from across Bradford. We no longer have selective entry; our student intake is truly comprehensive.

We are aiming to be a beacon of success and every indicator we have indicates that we will achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy. Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and staff morale is excellent. Staff enjoy working here and we pride ourselves in the care and support that we give one another. As a result, there is a real team spirit in the school and people enjoy being part of our school community.

The quality of education is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are currently redesigning our curriculum to ensure that the education we offer is second to none. We are privileged to be a through-school, and so a key focus for 2022 is to plan a coherent, meaningful and enriching 4-16 pathway.

The Senior Leadership Team consists of the following positions:

- Principal
- Head Lady Royd
- Vice Principal Quality of Education
- Assistant Principal Sixth Form & Assessment
- Senior Leader Behaviour & Personal Development
- Senior Leader Timetable & Quality Assurance
- Senior Leader Maths & CPD
- Senior Leader Safeguarding
- Senior Leader Science
- Senior Leader English & Literacy

Keeley Poole is the Head teacher of Lady Royd Primary there are also the following SLT positions:

- Deputy Head
- Assistant Head Behaviour, SEND and Personal Development
- Early Years Leader
- English Leader
- Maths Leader

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis. This year, we joined the Red Kite Teaching Alliance which will provide outstanding opportunities and CPD for all our staff. As an Assistant Subject Leader, you would benefit from the work of their Collaborative Learning Groups, which would allow you to share best practice with the 46 other member schools.

This clearly is an exciting time to join our school as we build on our strong foundations to become a modern forward-thinking centre of excellence. If you would like to join our team, then please complete the application form. Any further details can be obtained from the school directly. I look forward to hearing from you.

Clare Martin
Principal
Bradford Girls' Grammar School

Why work at Bradford Girls' Grammar School?

- Join a vibrant school community of dedicated, hard-working and well-behaved students who achieve excellent GCSE results
- Be a part of our warm and welcoming team of staff who are committed to ensuring students have an enjoyable and successful experience
- Be part of a supportive organisation which prides itself on high standards for staff and students
- Play a key part in leading a highly successful, and over-subscribed school, to be a national beacon of success

2. Information on the Post

The key function is to provide support in the preparation and serving of food and beverages plus related to cleaning and catering duties. In addition, the catering assistants will undertake a range of duties within the kitchen and any ancillary duties to support the operation of the school.

Our school motto is Aspire, Succeed, Lead. We are a hugely successful school, with a strong set of GCSE results. But our mission is to achieve much more than that, so that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our **accountability** to our children and the impact we make on their futures; we are **self-confident** in what we do; and we are prepared to **persevere** in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on **integrity, mutual respect, and empathy**.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.

Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically in Word or PDF format to Kiran Suri on ksuri@bggs.com. Please be aware that we do not accept Curriculum Vitaes.
- In support of your application you may include a covering letter. This should be in addition to the completed application form.

Closing date for applications: Friday 26th August 2022

Interview date: Thursday 1st September 2022

All appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment.

3. Job Description

Post Title:	Catering Assistant
Post Purpose:	To provide support in the preparation and serving of food and beverages as well as duties relating to cleaning and catering.
Reporting to:	Catering Manager/ School Chef
Working time:	10:30am – 3pm Term Time Only
Salary/Grade:	Competitive Salary
Main (Core) Duties:	
Responsibilities	<ul style="list-style-type: none"> • To assist with the smooth running of the school kitchen and assist at catering functions. • To ensure routine day to day as well as specialised cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas, as directed by the Catering Manager. • To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety Regulations. • To ensure waste is controlled with regards to preparation and cooking • To prepare the service area, hot cupboards and other equipment in the dining are to ensure food is served efficiently and in a hygienic environment. • To prepare the dining area to include moving and setting up tables and chairs, setting trolleys. • To assist in the preparation and serving of food and beverages when requested by the Catering Manager/ Head Chef • To inform the Catering Manager/ Head Chef of any defects in equipment, suspect food or other concerns relating to Food Safety. • To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g Equal Opportunities Policy/ Code of Conduct and national legislation (Health and Safety, Data Protection). • To undertake any other tasks appropriate with the duties and responsibility of the post. • To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively. • To comply with any reasonable request from the Catering Manager and undertake work of a similar level that is not specified in this job description. • This job description is current at the time of issue but may be changed by management to reflect changes in the role, which are commensurate with the salary and job title. • To attend in service training and relevant meetings

Relationships	<ul style="list-style-type: none"> • To work as part of the team to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills • To support the positive ethos of the school by acting in accordance with its values. • To build a strong culture of positive and respected relationships, underpinned by restorative approaches. • Set a good example in terms of dress, punctuality and attendance. • Be proactive in matters relating to health and safety. • Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • To participate in relevant professional development as deemed appropriate. • To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school. • To carry out duties as directed by Catering Manager.
Physical Conditions	<p>The post is based at Bradford Girls' Grammar School.</p> <p>The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request</p> <p>This post is subject to an enhanced Disclose and Barring Service check.</p> <p>The school operates a non-smoking policy.</p>
Training	<p>The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.</p>

Statement:

Bradford Girls' Grammar School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Dated: 01/07/2022
(Principal)

Person Specification

ATTRIBUTES	CATEGORY 1	Ess	Des	MOA
Skills	<ul style="list-style-type: none"> • Ability to carry out all aspects of the role to a high standard at all times. • Excellent social and verbal communication skills • Positive attitude. • Approachable and flexible. • A common sense approach • Must be able to work on own initiative and with resilience. • The ability to organize workload and multitask • The ability to work without direct supervision • The ability to work as a member of a team • Excellent attendance and punctuality • Highly motivated with a drive to introduce continuous improvement. • Reliable. • Experience of delivering a catering service in a high-volume environment. • Experience of working in a school or residential environment. 	<ul style="list-style-type: none"> * * * * * * * * * * * * * * * 	<ul style="list-style-type: none"> * * 	<ul style="list-style-type: none"> A&I A&I A&I A&I A&I A&I A&I A&I A&I A&I A&I A&I A&I A&I A&I A&I
Knowledge/ Understanding	<ul style="list-style-type: none"> • Understanding of relevant policies and relevant legislation • Understanding of Child Protection • Basic understanding of child development and Safeguarding. 	<ul style="list-style-type: none"> * * 	<ul style="list-style-type: none"> * 	<ul style="list-style-type: none"> A A A&I

Qualifications/Training	<ul style="list-style-type: none"> • NVQ Level 1 / 2 in Catering and Hospitality • Certificate in food hygiene training • Certificate in First Aid • Certificate in Health and Safety including knowledge of COSHH regulations, safe storage and working practices • An awareness of child protection and safeguarding procedures. 	* * * *	*	A & C A & C A & C A & I & C
Behavioural and other related characteristics	<ul style="list-style-type: none"> • Enthusiasm, determination and high standards • A sense of humour • Belief in the value of others • Prepared to respect sensitive and confidential work. • Commitment to own personal development and learning. 	* * *	*	I I
Safeguarding	The postholders responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Schools Safeguarding & Child Protection Policy Statement.			
METHOD OF ASSESSMENT(MOA)		A = Application Form T = Test I = Interview C = Certificate		

4. Enhanced Disclosure

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

If your application is successful, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

School Location and Travel Information

Bradford Girls' Grammar School
Squire Lane
BRADFORD
BD9 6RB

Tel: 01274 545395
www.bggs.com



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