



CARDINAL ALLEN CATHOLIC HIGH SCHOOL



CATERING ASSISTANT – GRADE 2 APPLICANT INFORMATION PACK



Our Foundation Statement

Cardinal Allen is a Catholic and comprehensive school founded to serve the families and parishes of the North Fylde in the Diocese of Lancaster. The declared aims of the School are to foster a growth and commitment to the love and service of Christ through the teachings, doctrines and practices of the Catholic Church and to be a Christ-centred community in which relationships are marked by that genuine spirit of care which is present in the Christian family.

The school believes that the education and formation of our children is a responsibility shared by parent, teacher and the Church. Whilst we recognise that the parents should be the primary educators of their children, the personal influence of the teacher is of great significance during and beyond school days, for the growing child reflects the influence of those who care for and teach him or her. We accept the fact that such formation is present in all aspects of the School's life - the approach to every task, every aspect of teaching and learning, every form of order, discipline and control, every relationship.

The School willingly accepts its responsibility to provide opportunities for the formation of each person in the community through the mission of integrating human development and the values of Christ:

- + believing that all life and human talents are gifts from God and that we are all formed in the image of Christ**
- + recognising the need of all individuals for growth and development irrespective of circumstance, gender or race**
- + communicating the Christian message of love and service, and values of justice, acceptance, tolerance, respect and friendship**
- + creating a secure, caring, Christian and happy environment**
- + providing opportunities for work and learning that give a sense of satisfaction, achievement and self-respect**
- + developing the necessary life-skills of communication, creativity, problem solving, decision-making, as well as the informational framework that will prepare individuals for life in the 21st century.**



Welcome

June 2024

Dear Applicant,

Thank you for your interest in working as a part of our Catering team as the Catering Assistant at Cardinal Allen Catholic High School.

This an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Cardinal Allen. If you would like to join a strong, caring team and, if you are prepared to work hard, you will enjoy developing your craft with us.

You will see from our most recent inspection reports that many aspects of our provision are outstanding, but we are not complacent, and continue to strive to make all aspects of our work outstanding.

This pack includes our Foundation Statement, a copy of the advertisement, information about the school, along with the job description and person specification.

I hope you find the information herein useful, and there is of course lots more information available on our [website](#), including details about our curriculum, pastoral care and all of the fantastic experiences that our pupils enjoy.

Applicants are welcome to contact the School Business Manager, Jane Abra, for an informal conversation on 01253 872659.

Yours sincerely,

Andrew Cafferkey
Headteacher



CARDINAL ALLEN CATHOLIC HIGH SCHOOL

Catering Assistant

*Required for 4 September 2024
Grade 2, currently £12/hr (pay rise pending)
26.25 hours per week, term time only*

We are seeking to appoint a Catering Assistant to join our catering team.

The ideal candidate will be able to work under pressure and meet tight deadlines. You will have a high standard of personal and food hygiene. You will deliver a high level of customer service and be able to work well as part of a team. You will be enthusiastic, reliable, and a good communicator.

Main Duties

- Basic food preparation and cooking
- Preparing toast for break service
- Serving food
- Cashless till operation
- Setting-up and clearance of service and dining areas
- General cleaning and washing-up duties
- Storage of deliveries

Cardinal Allen is a forward looking, oversubscribed, “outstanding Catholic school”, evaluated by Ofsted only last term as a ‘**good school**’. Inspectors said, ‘**Pupils are happy to attend this kind and welcoming school. Pupils achieve well. This is because leaders set high expectations for all pupils**’. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

Interested candidates are welcome to call the Business Manager, prior to application, for an informal discussion. Application forms should be completed and returned to j.abra@cardinalallen.co.uk by 9 am Monday 8 July 2024.

Melbourne Avenue, Fleetwood, FY7 8AY ♦ 01253 872659

head@cardinalallen.co.uk ♦ www.cardinalallen.co.uk



General Information

THE SCHOOL

The school is named after William Allen, a Lancashire man, who was born in 1532 and is known to have lived as a young boy at Rossall near to the site of the school. William Allen founded the English Seminary at Douai and the English College in Rome in order that young Englishmen could be trained as priests during the Reformation and return to England to keep alive the Catholic faith.



Our 800 pupils form a friendly, open school in which discipline is good and where a high value is placed on order, respect for others and endeavour. This means that we can be rightly ambitious for all our pupils and encourage them all to have high expectations. We are once again oversubscribed for September 2022 having received nearly 400 applications for the 166 places available.

Our school is constantly striving to achieve higher standards as reported in our [Ofsted Report](#), and in our [Section 48 Denominational Inspection Report](#) which described us as an “**Outstanding Catholic School**”. We recently enhanced our status as a Fairtrade school by being designated a FairAchiever School, we are one of only twelve Eco Ambassador Schools in the country, and we were recently redesignated a Full International School by the British Council. We have held SGQM Centre of Excellence status for several years and we are a strategic partner in the Catholic Teaching Alliance. We are also the current National Eco School of the Year – a magnificent achievement.

OUR MOST RECENT INSPECTIONS

Our most recent inspection reports say great things about the school and what we provide:

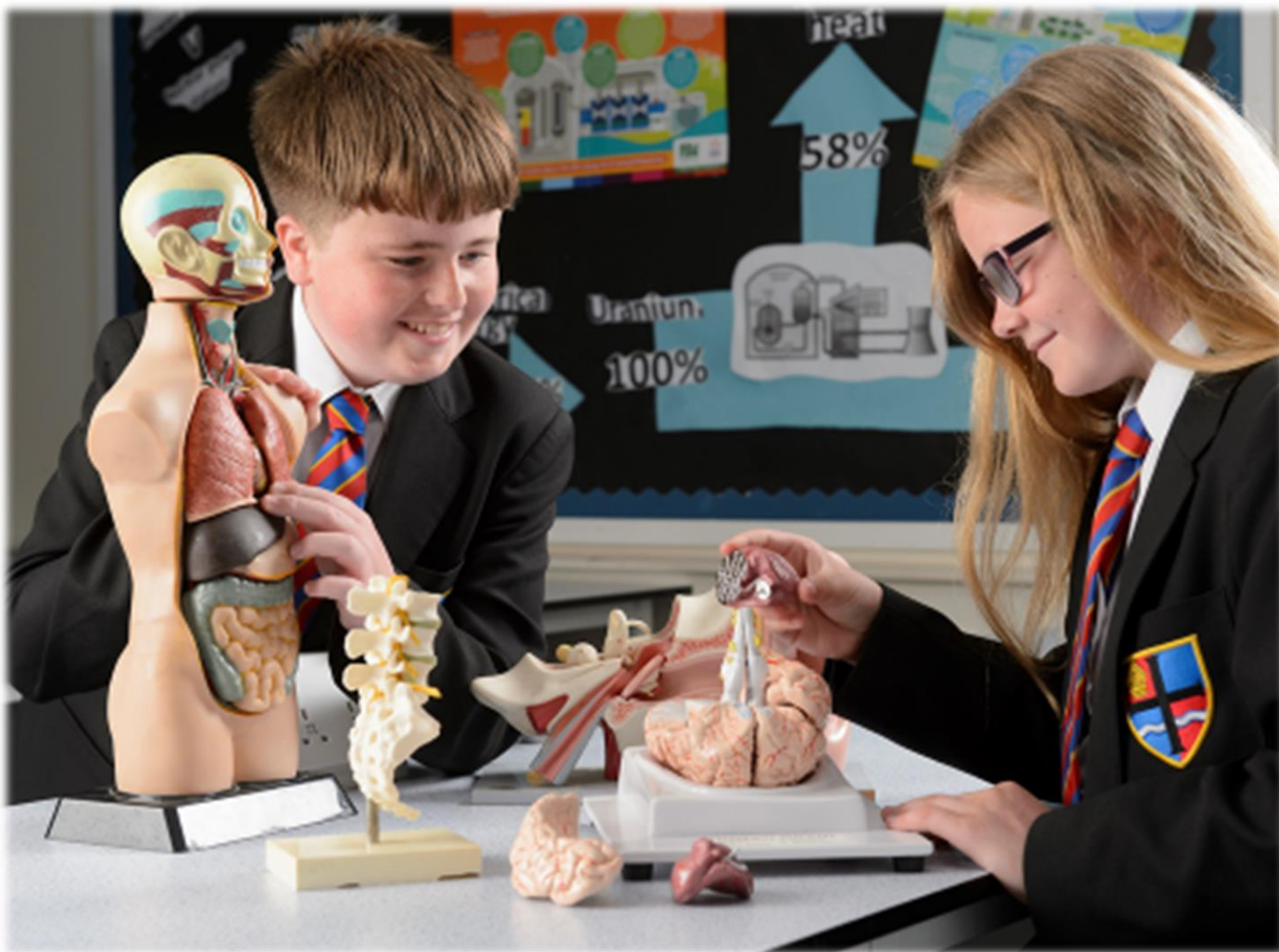
“Cardinal Allen is an outstanding Catholic School” (Section 48)

“Pupils are happy to attend this kind and welcoming school” (Ofsted 2022)

“Pupils are proud to belong to Cardinal Allen Catholic High School; they are greatly appreciative of all that the school provides and how it supports and nurtures them. They feel encouraged and inspired to live by the school motto and be all that you can be.” (Section 48)

“Pupils, including those with SEND and disadvantaged pupils, become confident readers. Pupils who find reading difficult are well supported to catch up. Pupils enjoy reading a class novel with their form teacher. They can also choose to take part in group reading with the librarian or to read a book of their choice independently. These activities help pupils to develop and broaden their vocabulary so that they become accurate and fluent readers. Pupils’ extensive vocabularies and secure comprehension skills enable them to achieve well in many subjects across the curriculum. Pupils take advantage of the ample opportunities to read for pleasure in order to find out about different cultures, lives and experiences.” (Ofsted 2022)

“The behaviour and attitudes of pupils observed throughout the inspection were exemplary.” (Section 48)



THE PLACE

The Fylde Coast is a very pleasant area in which to live and work. The school is situated between Fleetwood and Cleveleys in a pleasant residential area near to Rossall Beach. The school is within easy reach of the M55 motorway which allows quick access to Preston, Manchester and the Lake District. The cities of Preston and Lancaster are both just a 30-minute drive away.

THE ROLE

To assist with the preparation, delivery and serving of food and drink in order to provide break and lunch service to pupils, staff and visitors.

WHO ARE WE LOOKING FOR?

The ideal candidate will be able to work under pressure and meet tight deadlines. You will have a high standard of personal and food hygiene. You will deliver a high level of customer service and be able to work well as part of a team. You will be enthusiastic, reliable, and a good communicator.

WIDER LIFE OF THE SCHOOL

The breadth of opportunities available to our pupils is illustrated on our website, and is acknowledged in our most recent Ofsted Report, but they can only happen if there is a willingness from our staff to go the extra mile in supporting our children to *be all they can be*. As such, all staff, at whatever level, are expected to make a positive contribution to the wider life of the School, and to enthusiastically engage and support the Catholic life of the school. Quite simply, we want to provide an experience which you would want for your own children.



HOW TO APPLY

Interested colleagues are invited to contact the Business Manager for an informal discussion. Applications should be emailed to j.abra@cardinalallen.co.uk by 9 am Monday 8 July 2024.



Job Description

JOB DESCRIPTION FOR:

Catering Assistant

MAIN DUTIES

To assist with the preparation, delivery and serving of food and drink in order to provide break and lunch service to pupils, staff and visitors

KEY TASKS

- Basic food preparation and cooking
- Preparing toast for break service
- Serving food
- Cashless till operation
- Setting-up and clearance of service and dining areas
- General cleaning and washing-up duties
- Storage of deliveries

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Line Manager: Catering Manager

Line Managing: N/A

Liaising with: Colleagues

Working Time: 26.25 hours per week, term-time only - Worked Monday to Friday, 9.00 am to 2.15 pm

Grade: Grade 2 SCP2 currently £12 / hr pending pay review





Person Specification

Cardinal Allen Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check and a range of other recruitment checks will be made which will include online searches

The Governors will consider applications on the basis of each candidate's ability to meet the following criteria:

Essential	Essential	Desirable
Able to work under pressure and to tight deadlines	✓	
Able to deliver a high level of customer service	✓	
Willing to learn new tasks and undertake required training	✓	
Able to work effectively as part of a team	✓	
Have a high standard of personal and food hygiene	✓	
Able to safely lift weights of up to 20 Kilograms	✓	
Have excellent attendance and punctuality	✓	
Enthusiastic, reliable, and a good communicator.	✓	
Desirable		
Food Hygiene Certificate Level 2 (or willing to complete)		✓
Experience of working in a commercial catering environment		✓
Flexibility to work additional hours to cover staff absences and school events		✓