



Application Job Pack Catering Apprentices

Fixed term for duration of apprenticeship
(37 hours per week), All Year Round

Salary: National Apprenticeship Wage, £3.90 per hour

*Additional Information: Successful candidates required to undertake NVQ
studies alongside employment*

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT Alliance
Nottingham

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Apprenticeships at Archway Learning Trust

Archway Learning Trust offers a range of apprenticeships including apprenticeships in Catering, Administration, ICT, Finance, Estates, HR and Teaching Assistants. We provide an excellent quality of education to our students across the Trust and strive to ensure that we support our staff in the same way.

We have great experience of working with apprentices to offer valuable work experience and to enable apprentices to achieve recognised qualifications in their chosen field. We work closely with Central College Nottingham to ensure that we provide all necessary support to our apprentices whilst completing their qualifications. As a growing Trust we also have opportunities for continued professional development with some apprentices securing permanent positions and promotions across the Trust.



Emily Pateman
Apprentice Finance Assistant

My Apprenticeship with the Trust has opened many doors for me, it has allowed me not only to pick up a whole new set of skills to set me on a strong career path but it has also allowed me to interact and learn in a creative and supportive environment. For anyone contemplating doing an apprenticeship with the Trust I would definitely recommend it. The experience and supportive team around me has made this a very rewarding and enjoyable. I know for me I definitely made the right choice by saying YES!

I was 24 when I started my apprenticeship and it was daunting going back at the age I was as a mum. But my advice to people would be to just go for it! I had thought it would just help me get back to work quicker, but now I've got a qualification and a permanent job out of it!

Everyone at work is really nice and I've had lots of people working with me to show me things and make my job easier.

Doing the apprenticeship and getting a qualification meant I could apply for a job as a catering assistant. I applied and got an interview and was told that day that I'd got a job.



Jade Russell
Apprentice Catering Assistant

The Vacancy

Archway Learning Trust is seeking to appoint multiple Catering Apprentices to work over three of our sites; Bluecoat Beechdale Academy, Bluecoat Wollaton Academy and Bluecoat Aspley Academy.

This post holder will work under the supervision of the Chef to ensure that a top quality, efficient and effective catering service and dining experience is provided at the Trust for students, staff, visitors and external hire. The hours for this post are 7:30am to 2:30pm Monday to Friday.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Although the role will be based predominantly at one of the sites, the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

For more information about our Trust, please visit www.archwaytrust.co.uk To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to recruitment@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Job Description

POST TITLE:	Catering Apprentice
HOURS:	37 hours per week, Monday to Friday, All year round
GRADE:	National Apprenticeship Wage £3.90 per hour
RESPONSIBLE TO:	Chef

Job Purpose

This post holder will work under the supervision of the Chef to ensure that a top quality, efficient and effective catering service and dining experience is provided at the Trust for students, staff, visitors and external hire.

General Responsibilities

- Support the overall Christian ethos of the Trust.
- Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Trust and Academy Improvement Plans
- To develop and implement own professional development and skills
- To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
- To demonstrate an excellent record of attendance and punctuality.
- Work cooperatively as part of the Trust wide staff team
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

- Assist the chef in daily hot and cold food preparation
- Help with service of Trust meals and deliver hospitality meals as requested
- Operate tills during service time
- Maintain a good standard of health and safety procedures
- Maintain a good standard of food hygiene procedures
- Control queues to dining areas
- Assist as required to relieve any bottle neck issues at the tills
- Supervise return of crockery and cutlery
- Ensure pupils leave tables and dining area clean and tidy
- See that any spillages are removed quickly
- To wipe trays as necessary
- Liaise with other kitchen staff to ensure that other food outlets are adequately stocked for sales e.g. VI Form, staffroom, vending machines, etc.
- Transport food and hospitality between the main kitchen and other food outlets/ meeting areas.

- Set up and collect hospitality to/from designated locations as required.
- Help any kitchen staff as required
- Cleaning of kitchen equipment and premises
- Preparation of dining hall and other food outlets, including the setting up and movement of furniture wiping tables, sweeping/cleaning floors and setting up counters
- Washing up of dishes, pans and equipment
- Operate tills and undertake cash handling duties including emptying cash machines as requested e.g. revaluers, vending machines, etc.
- Preparing for special functions when required

Staff Conduct

We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community - adults and students. Physical violence, verbal abuse and swearing are unacceptable and not tolerated.

Employees are in loco parentis and also expected to maintain a professional relationship with students. Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

Uniform is provided for Catering staff and they are expected to comply with wearing the uniform provided.

Person Specification – Catering Apprentice

	Essential	Desirable
Education and Training		
Hygiene training to intermediate or strong evidence of hygiene beyond basic level 2.		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
Experience		
Previous experience of working in the catering industry.		*
Professional Skills		
Willingness to keep self up to date with pertinent information and local initiatives, respond to feedback and pass on knowledge and good practice on to others.	*	
Willingness to develop knowledge of use of ICT and other specialist equipment/resources.	*	
Ability to act as a professional representative of the Trust with all stakeholders	*	
Ability to respond to straightforward problems and unforeseen circumstances e.g. hazards and accidents. Understand when to escalate an issue to line manager.	*	
Ability to prioritise and work under conflicting demands effectively.	*	

Personal Qualities		
Confidence and independence	*	
Ability to work unsupervised and independently understanding Trust roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Ability to work effectively as a team player	*	
Good time management skills	*	
Willingness to work flexibly and change working practices in response to quality and review activities and the changing needs of the Trust	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the Trust	*	
Possess or must be willing to train for the "First Aid at Work" qualification as requested	*	
Possesses full UK driving licence for transportation of catering to other Trust sites.		*
Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.	*	