



**Bellerive FCJ  
Catholic College**  
Inspiring personal and academic excellence

## **BELLERIVE FCJ CATHOLIC COLLEGE**

### **RECRUITMENT OF**

<h3><b>CATERING ASSISTANT</b></h3>
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## Welcome from Headteacher

Dear Colleague

On behalf of all governors, students and staff at Bellerive FCJ, we are delighted at your interest in the position of Catering Assistant. We hope that this application pack gives you an insight into our school and why we are justifiably proud of it and our school community.

Established in 1844, Bellerive became an Academy in 2012, and since then we have seen a variety of developments such as the new Sixth Form and Performing Arts Centre. More recently, in 2017, we opened a Science and Technology block and a new Sports Centre in 2018. We have provided a Catholic education for girls across the Liverpool area since 1844.

The college sits in a diverse area, next to two parks, only 10 minutes from Liverpool city centre.

We are a Catholic school and our Trustees are the Faithful Companion of Jesus (FCJ) Sisters. As such, we seek to nurture the spiritual development of every pupil, and we welcome students of all faiths and none. We value all achievement; academic, personal, social and cultural.

If you think that you are the type of person that we are looking for, I would be delighted to receive your application.

I look forward to meeting you.

A handwritten signature in black ink, appearing to read 'Ella Brett'.

**Ella Brett**  
Headteacher



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## About Bellerive FCJ Catholic College

***Gentleness, Hope, Dignity, Justice, Companionship and Excellence***

For over 170 years Bellerive FCJ has been educating girls in Liverpool. The FCJ values of gentleness, hope, dignity, justice, companionship and excellence, permeate everything we do, indeed this was commented by Ofsted that;

*“Staff and pupils practice the school’s values:  
excellence, companionship, dignity, justice, hope and gentleness”*

Our aim is to follow the vision of Marie Madeleine d’Houet, the foundress of the Faithful Companions of Jesus. She was a woman of inspiration and courage, constantly searching to do good for others. We strive to instill in our students a zest for life and a desire to use their talents and gifts in the service of others.

We are rated as a ‘Good’ school by Ofsted and Outstanding in the Section 48 inspection carried out by the Archdiocese of Liverpool. Since becoming an Academy in 2012, we have used the independence this has given us to further enhance the learning opportunities for our students.

We have a thriving Sixth Form, based in a state-of-the-art building overlooking Sefton Park.



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## **Catering Assistant**

**Salary: NJC Scale, SCP3**

**£10.79/hr**

**Term time only (38 wks/yr)**

**Hours available: Mon - Fri 10.30am – 2.00pm, or Mon – Fri 7.00am – 2.00pm**

The Governors are seeking to appoint an ambitious and committed Catering Assistant, to work under the direction of the Catering Manager. The successful candidate will be required to undertake general kitchen duties, operate the till during the daily lunchtime and break, and assist with food preparation as required, having regard to school policies and procedures, i.e. Health and Safety, Food Hygiene etc. You may be required to work additional hours from time to time and this will be agreed in advance. You will be required to complete a Level 2 Food Safety and Allergen Awareness Course for this role.

We are rated as a 'Good' school by Ofsted (*October 2021*) and Outstanding in the Section 48 inspection carried out by the Archdiocese of Liverpool. Since becoming an Academy in 2012 we have used the independence this has given us to further enhance the learning opportunities for our students.

**Our school is committed to safeguarding children and promoting children's welfare. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS Certificate with a barred-list check and a medical screening questionnaire. This post is exempt from the Rehabilitation of Offenders Act 1974.**

The closing date for applications is **5.00pm on Wednesday 7<sup>th</sup> June 2023.**

Further information, including detailed job description, person specification and application forms can be obtained by e-mailing your request to: [brennanc@bellerivefcj.org](mailto:brennanc@bellerivefcj.org) or visiting the Vacancies page on the school website: <http://www.bellerivefcj.org/vacancies>

Completed applications should be returned to [brennanc@bellerivefcj.org](mailto:brennanc@bellerivefcj.org) and interviews will be held as soon as possible after the closing date.

Applicants who are not contacted may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for an interview.

### ***Professional Development & Benefits***

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre.

We look for talented individuals who share our vision for creating exceptional places of learning and are committed to ensuring that every child in Bellerive has access to the best possible education.

### ***Safeguarding Notice***

Bellerive FCJ Catholic College and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment. All offers of employment are subject to an Enhanced and Barred DBS check, references, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please read the Notes to Applicants, within the application pack.

### ***Equal Opportunities***

Bellerive FCJ Catholic College is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

## JOB DESCRIPTION

### CATERING ASSISTANT

**The post-holder is responsible to the Deputy Headteacher**

*'Teach the children with all kindness and gentleness possible.'*

Marie Madeleine D'Houet (1781 – 1858)

*'Lessons are planned and delivered with professionalism. Teachers recognise that every student is unique. They strive to make decisions about teaching and learning that challenge students to uncover and develop their gifts. Rigorous enquiry, deep thinking, questioning and reflection are essential parts of that profound learning which is the foundation of life-long openness to education and the joy of learning. School life is enriched by a variety of extra-curricular activities that are intrinsically linked to our core values of justice, companionship and hope.'*

FCJ Education: Our Vision and Values (2013)

**Within the context of the FCJ Vision Statement and the School's Mission Statement and its aims and objectives, the post includes the following responsibilities:**

1. To exemplify and promote the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness, to demonstrate the Teacher Standards and where appropriate the Standards for Staff on the Upper Pay Spine.
2. To oversee the general academic, spiritual, personal and social development of pupils and Sixth Form students learning in the classes for which you are responsible and to ensure that they receive the support necessary to cope with the demands of the course. This work should be undertaken within the framework of our *FCJ Education: Our Vision and Values* booklet.

## JOB DESCRIPTION

**Grade: NJC SCP3**

**£10.79/hr**

**Responsible to: Catering Manager**

**Job Purpose:** To assist in the preparation and serving of food in school

**Safeguarding:** To undertake regular Safeguarding training and promote the safeguarding of all pupils in the school

**Main duties and responsibilities:**

- To participate in the production of food items in line with the day's menu
- To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required
- To serve meals, operating the cashless tills
- To give attention to tables if necessary.
- To talk to pupils, staff & visitors appropriately, in order to guide their choice of menu items and increase awareness of foods
- To adhere to the safe procedures within the kitchen environment
- To wash all equipment, both kitchen and service items as advised
- To prepare the dining facilities – this includes, making sure tables are placed appropriately, and also the cleaning of the area after service
- To participate in the completion of all necessary records as required.
- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & safety legislation.
- To wear appropriate clothing as required by the Catering Manager.

In addition, to undertake any other reasonable duties as requested by the Catering Manager.



## Applying for the role

If you have any questions about the role, or would like a confidential and informal chat please do not hesitate to get in touch by calling Mrs C Brennan, on 0151 727 2064, or by emailing [brennanc@bellerivefcj.org](mailto:brennanc@bellerivefcj.org).

The closing date for applications is **Wednesday 7<sup>th</sup> June 2023 at 5.00pm**

Interviews will take place as soon as possible after the closing date.

Please be aware that this role is subject to the DfE pre-employment checks and an enhanced DBS check.

We ask that all completed application and monitoring forms, together with your supporting statement of no more than 1500 words, are sent by email in the first instance to [brennanc@bellerivefcj.org](mailto:brennanc@bellerivefcj.org).

Please ensure that within your application you provide the names, addresses and contact details for two referees, one of whom should be your current or most recent employer.

All applications will be acknowledged within 24 hours – should you not receive a confirmation please call Mrs Brennan on 0151 727 2064.

***Bellerive FCJ Catholic College is committed to safeguarding children and promoting children's welfare. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS Certificate with a barred-list check.***





## Person Specification – Catering Assistant

Bellerive FCJ Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE standard or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene/H&amp;S Certificates</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Knowledge of working within a team, or independently, as required.</li> <li>• Experience of working in a commercial or school kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Working within an education setting</li> <li>• Previous experience of a similar role</li> <li>• First aid training</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>



<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively and efficiently under pressure</li> <li>• Communicate clearly and accurately</li> <li>• Approachable demeanour</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to prioritise tasks</li> <li>• Ability to communicate with pupils, and staff</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> <li>• Application form/letter</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>• Adaptable</li> <li>• Commitment and enthusiasm</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Ability to prioritise time effectively</li> <li>• Ability to remain calm in pressured situations.</li> <li>• Flexibility towards changing demands and a willingness to learn</li> <li>• Ability to inspire and self-motivate</li> <li>• Capacity for hard work and high expectations of self</li> <li>• Supportive approach to others, and an ability to relate well to colleagues and students.</li> <li>• To be fully sympathetic with the aims of a Catholic school.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-motivated individual</li> <li>• Willingness to undergo training as appropriate.</li> <li>• Resourceful, positive and enthusiastic, with a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/letter</li> <li>• Interview</li> <li>• References</li> </ul>