



Ark Isaac Newton Academy

Catering Assistant





About Isaac Newton Academy

Ark INA is based between Ilford High Road and Green Lane In Ilford. The school's learning community is based upon the core values of mutual respect, personal discipline, and an unwavering commitment on the part of all community members to do whatever it takes to excel.



Ark Isaac Newton Academy Secondary is a non-denominational, non-selective school, welcoming girls and boys from all backgrounds from the local community. The school opened with just 180 Year 7 students in September 2012. The secondary academy has grown year on year and we now have 1200 11-18 year olds (including 250 students in the Sixth Form). In September 2014, Ark Isaac Newton Academy opened a three-form entry primary academy in purpose-built accommodation right next to the secondary academy. There are 90 children in each year group, and like the secondary academy, it has grown a year group at a time. As of September 2021, we now have a fully all through academy with our year 6 moving into year 7.

The London Borough of Redbridge forecasts a significant deficit in secondary school places over the coming years. The Academy will thus serve a critical, long-term need for the community. Although the local area encompasses considerable economic disadvantage, its young people achieve some of the best results in London schools. Ark was chosen to sponsor the academy because of the success of our educational model and the alignment of our educational vision with the Redbridge context.

Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, a brand new, purpose-built, all-through school for students aged 4-18 in Ilford.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision **‘Together, we build a kind, safe and inclusive environment that instills the knowledge and character necessary to reach transformational destinations’**. Commitment to this has already delivered a series of great successes highlighted in October 2018 when the academy was judged by Ofsted to be outstanding in all areas.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader, a large portion of this within an all-through school. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy and will build on the successes already enjoyed by the school, especially highlighted with our amazing year 6, 11 and 13 academic outcomes in 2022, 2023 and 2024.

Our academy aims to be a ‘home from home’ for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like minded people to join our organisation and live our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines
Principal



Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- More time for learning
- Knowing every student
- Exemplary behaviour
- Depth before breadth

A Commitment to Encourage Diversity

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective.

Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Job Description: Catering Assistant

Reporting to:	Catering Manager
Start date:	As soon as possible
Salary:	Ark Support Staff Scale 3: pro rata salary £24,387.51-£25,468.25 per annum based up on FTE salary £26,537 - £27,713 per annum, depending on skills and experience
Hours:	37.5 hours per week (7.30am-3.30pm), 40 weeks per annum (Term time plus one week)
Closing date:	Friday 19 th September 2025
Interviews:	Candidates will be contacted once shortlisted

The Role

As a Catering Assistant you will be working as part of a team who ensures the delivery of a consistent, high-quality meal service that meets the needs of the Academy by assisting with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and food service operations.

Responsibilities

- Assist in the preparation and cooking of a range of nutritious food for meal times
- Serve the food to an exceptional standard and interact with the staff and students in an appropriate and helpful way, providing a knowledgeable service at all times, in particular with regard to allergens and other dietary requirements
- Assist in the sale, service and clearing of all food, beverages and utensils
- Operate a cashless till and any other items of catering machinery or equipment, as directed
- Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule
- Follow established kitchen systems and procedures to guarantee an efficient and organised meal service
- Assist with events and functions as required throughout the academic year
- To attend all evening and weekend Academy events as appropriate, promoting the quality catering provision
- Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions

Safety and Hygiene

- To ensure that all areas are spotlessly clean at all times and that appropriate daily, weekly and periodic cleaning regimes are completed and recorded
- To follow and adhere to safe and hygienic working practices and regulations
- To adhere to and implement the COSHH Regulations and Health and Safety Standards or Food Hygiene Regulations
- To undertake food standards training and are constantly operating according to them
- To oversee the safe and hygienic disposal of rubbish

Other

- To develop and maintain excellent working relationships with the Academy's staff and students
- To attend meetings and training courses as required
- To meet the expectations of all INA staff as laid out in the Staff Code of Conduct and Ways of Working Together Policy.
- To uphold all Academy policies with consistency and diligence
- To undertake any other professional duties as set down in the Ark Schools pay and conditions of service document, and as directed by the Principal.

Person Specification: Catering Assistant

Qualification criteria

- Right to work in the UK
- Health & Safety and Food Hygiene qualification L3, desirable
- First Aid qualification (desirable but not essential).

Experience

- Experience of working in a busy kitchen and catering in large quantities, ideally within a school or education setting
- Experience of cultural diversity, with particular reference to food preparation and dietary preferences
- Experience of working with children
- Knowledge of healthy eating and nutrition and creating related menus.

Personal Characteristics

- Vision aligned with Ark and the academy's high aspirations and high expectations of self and others
- The ability to work in close harmony with all staff
- The ability to follow instructions accurately
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills
- Hard working, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision
- Approachable, calm and caring
- Passion, resilience and optimism
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders
- An understanding of the importance of confidentiality and discretion
- The ability to develop positive relationships with all young people
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop
- Confidence and self-motivation
- The ability to work well under pressure
- The ability to be decisive
- High levels of honesty and integrity
- A sense of humour and desire to have fun
- Enthusiasm for high nutritional standards
- A creative approach to food presentation
- Genuine interest in and willingness to trial different ideas relating to helping children learn about healthy eating
- Hard working, conscientious, detail orientated and highly organised

Other

- Commitment to the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).