



Opportunity to join an 'Outstanding' all-through academy specialising in mathematics and citizenship.

Catering Team

Candidate

Information Pack

February 2025

Dear Candidate

Thank you for taking the time to find out more about Ark Academy in Wembley Park and the possibility of working here. Included in this pack is information about the academy, ARK schools (who sponsor the academy) and the roles of Sous Chef, General Catering Assistant (full & part time roles) and part time Dining Hall/Servery Assistant.

This is an opportunity to join a well-established and respected catering team. We are looking to recruit a number of roles within our hardworking catering team. You will work amongst our team of 11, reporting directly to the catering manager. You will be responsible for assisting in the daily catering operation which serves 1000+ people, nutritious and wholesome meals every day.

Ark Academy is an all through school that offers excellent learning from nursery through to higher education. In an all through school, school parents can expect their son/daughter to transfer seamlessly from primary to secondary school. We now have three years of Ark primary students who have transferred to secondary. We are one and share the same values and expectations. Our aim is to ensure that all our pupils develop as high achieving, confident, articulate young people whose education fully equips them to go on to university or the career of their choice and this starts from an early age.

To apply, follow the link at <https://arkacademy.org/vacancies> by **8am on Monday 24 February 2025**. For more information on the role please contact Victoria Longdon, Catering Manager at v.longdon@arkacademy.org or 020 8385 4370.

We wish you the best with your application.

Delia Smith OBE
Principal



Ark Academy

The Principal

Delia Smith is the founding principal of Ark Academy. Previously she was the headteacher of St Angela's Ursuline School in Forest Gate for 16 years. She has also been a schools' inspector and was awarded an OBE for services to education.

About Ark Academy

We are a non-selective school specialising in **mathematics** and **citizenship** that serves children of all abilities. Our commitment is to know every pupil as an individual, and to foster the principles of team spirit, responsibility and care for others. Our pupils enjoy both a nurturing environment and the social benefits of a small school and the range and resources of a large, well equipped academy.

Facilities

Our buildings were designed by award winning architects Studio E (who created the successful design for City of London Academy in Southwark) and are organised to support calm and ordered learning. Pupils have access to specialist indoor and outdoor sports facilities, excellent science and ICT facilities, music, Design and Technology, art and drama studios and a 150 sqm, well-stocked and up-to-date library as well as inviting and well-equipped classrooms



About ARK Schools

ARK Schools 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 Schools has no faith affiliations.

All the 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 38+ schools in the UK across London, Portsmouth, Birmingham and Hastings Each of our schools has its own distinctive character, reflecting its local community.

About the Catering Team

The catering team is made up of 11 different staff members, all with varying responsibilities. From catering manager, cook supervisor, café supervisor, catering assistants, kitchen porter and mid-day supervisors. Ark academy's catering team have 3 services windows a day, consisting of breakfast, break time, and lunch. They also provide refreshments to events and meetings. The team have a reputation for being hard working but delivering a fantastic service that is respected school wide.



Job Description: Sous Chef

Reports to: Catering Manager

Contract: Full Time Term time + 3 weeks.

Salary: Scale 6 pay range £30,288 - £35,742 gross per annum (actual pro rata salary range £28,056 - £33,109 gross per annum)

Hours: 36 hours per week, 42 weeks per year (**flexibility will be required during busy periods**)

Working hours: Monday 7.30am to 4pm Tuesday to Friday 8.15am to 3.30pm inclusive of break

Key responsibilities

- Oversees and supervises the kitchen staff.
- Assists with menu planning, inventory, and supply management.
- The Sous Chef will be responsible for managing the kitchen team under the supervision of the catering manager and assume responsibility for the kitchen function in the catering manager's absence.
- Keeps stations clean and complies with food safety standards.
- Monitors and maintains kitchen equipment.
- Offers suggestions and creative ideas that can improve upon the kitchen's performance.

Responsibilities

- To be responsible for the cooking of school meals with the direction of Catering Manager
- Assist Catering Manager with supervision of staff.
- Assist with the planning, costing of menus and ordering of food stuff.
- Support the School's Healthy Eating Policy and Nutritional Standards, and follow the school food standards 2015.
- Kitchen cleaning and cleaning of heavy and light equipment used during the day.
- Maintenance of good standard of hygiene in kitchen and follow the HACCP's policy
- Take control of opening, setting up and closure of the kitchen as directed by the Catering Manager.
- Ensure all maintenance issues in the catering department are reported to the catering manager
- Assist Catering Manager in training new staff in cooking methods and methods of work in the kitchen.
- Assist Catering Manager with health and safety training and food hygiene awareness, and
to be responsible for weekly stock- take
- Take control of cooking and due diligence in absence of Catering Manager.
- To be responsible for special functions which take place in the school. This will include some late evenings
- To take part in deep cleaning of the kitchen, food storage, serving and dining areas of the academy during academic holidays (**October half term, February half term and July-first week of the summer holidays**)
- To receive deliveries and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage location, ensuring that all stock is dated and rotated

- To prepare and deliver refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required. This may include some evening work
- To work as part of a team to ensure that all service requirements are met
- To attend training courses as required.

Other

- To undertake various responsibilities as directed by the Catering Manager, Finance and Resources Director, Principal and the senior leadership team.
This job description reflects the present requirement of the position. The job description is subject to change with the agreement of the post holder.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Sous Chef

Qualification Criteria

- Right to work in the UK
- GCSE level Math's and English or equivalent level qualification.
- Relevant Health & Safety and Food Hygiene qualifications (preferred but not essential)
- First aid qualification (preferred, but essential)

Specific Skills

- Cooking skills
- Leadership skills
- Time-management skills
- Problem-solving skills
- Ability to prioritise workload and hit deadlines
- Strong interpersonal and communications skills, able to communicate with pupils and colleagues in a friendly and professional manner

Experience

- Formal culinary training is preferred
- Must have at least 4 years of kitchen experience
- Experience of high-volume cooking ideally within a school or education setting
- Experience of working with children preferred.
- Experience of cultural diversity, with particular reference to food preparation and dietary preferences (preferred but essential)
- Experience of providing excellent customer service

Personal Characteristics

- Hard working, conscientious and organised
- Helpful and positive, calm and caring nature
- Ability to establish good working relationships with all staff
- Able to follow instructions accurately, but also make good judgement when required
- Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
- Good role model for both students and staff, with high expectations for self and others
- Genuine interest in and willingness to help children to learn how to eat healthily

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined here but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Job Description: Catering Assistant (Full Time)

Reports to: Catering Manager / Sous Chef

Salary: Support scale 1 point 2 £27,735 gross per annum (actual pro rata salary £25,691 gross per annum)

Hours: 36 hours per week, 42 weeks per year (**flexibility will be required during busy periods**)

Working Hrs: Monday 7:30am to 4:00pm, Tuesday to Friday 8:30am to 4:00pm (inclusive of 30 minute lunch break)

Key responsibilities

To assist the Catering Manager/Sous Chef with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the academies kitchen.

Responsibilities

- To assist in the preparation and cooking of a range of food for breakfast, lunch and break times, as directed by the Catering Manager
- To record food temperatures and labelling of stock items in accordance with procedures
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near-misses, to the Catering Manager
- To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy
- To serve the food to a high standard and interact with the staff and pupils in an appropriate and helpful way
- To set up the serving and dining areas as directed by the Catering Manager
- To serve food and provide a helpful and knowledgeable service at all times
- To ensure food is replenished and kept clean throughout service
- To operate a cashless till and any other items of catering machinery or equipment as directed by the Catering Manager
- To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures
- To take part in deep cleaning of the kitchen, food storage, serving and dining areas of the academy during academic holidays (**October half term, February half term and July first week of summer holidays**)
- To receive deliveries and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage

location, ensuring that all stock is dated and rotated in accordance with directions from the Catering Manager

- To prepare and deliver refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required. This may include some evening work
- To work as part of a team to ensure that all service requirements are met
- To ensure all jobs are completed at the end of the day
- To attend training courses as and when required.

Other

- To undertake various responsibilities as directed by the Catering Manager, Operations Manager, SLT Head teacher and the Principal
- This job description is subject to change with the agreement of the post holder.

Person Specification: Catering Assistant (Full Time)

Qualification Criteria

- Right to work in the UK
- GCSE level 4 Math's and English or equivalent level qualification.
- Relevant Health & Safety and Food Hygiene qualifications desirable.

Experience

- Experience of catering essential
- Experience of working with children preferred.

Personal Characteristics

- Hard working, conscientious and organised
- Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
- Good role model for both students and staff, with high expectations for self and others
- Genuine interest in and willingness to help children to learn how to eat healthily.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training.
- This post is subject to an enhanced Criminal Records Bureau disclosure.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined here but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Job Description: Catering Assistant (Part Time)

Reports to: Catering Manager/ Sous Chef

Salary: Support scale 1 point 2 £27,735 gross per annum (actual pro rata salary £17,841 gross per annum)

Hours: 25 hours per week, 42 weeks per year (**some flexibility will be required during busy periods**)

Working Hours: 11:00am – 4:00pm (there is no entitlement to an breaks during these working hours)

Key responsibilities

To provide general assistance in the Main kitchen, dining halls and sixth form café including cleaning, washing up, basic food preparation and serving meals.

Responsibilities

- To prepare and set up the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service.
- To record food temperatures and labelling of stock items in accordance with procedures
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near misses, to the Catering Manager
- To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy
- To serve the food to a high standard and interact with the staff and pupils in an appropriate and helpful way.
- To set up the serving and dining areas as directed by the Catering Manager
- To serve food and always provide a helpful and knowledgeable service.
- To ensure food is replenished and kept clean throughout service.
- To operate a cashless till and any other items of catering machinery or equipment as directed by the Catering Manager/School Chef
- To conduct washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and cleaning procedures
- To take part in deep cleaning of the kitchen, food storage, serving and dining areas of the academy during academic holidays (**October half term, February half term and July-first week of the summer holidays**)
- To receive deliveries and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage location, ensuring that all stock is dated and rotated in accordance with directions from the Catering Manager
- To prepare and deliver refreshments for special functions, collect and clean dirty cutlery, crockery, and other serving items after functions, as and when required. **On our main event days, examples are Christmas lunches, summer BBQ etc and some functions you will be expected to work late, therefore requires flexibility is required.**
- To work as part of a team to ensure that all service requirements are met.
- To ensure all jobs are completed at the end of the day.
- To attend training courses as and when required.

Other

- To undertake various responsibilities as directed by the Catering Manager, Operations Manager, SLT Head teacher and the Principal
- This job description is subject to change with the agreement of the post holder.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Catering Assistant (Part Time)

Qualification Criteria

- Right to work in the UK
- GCSE level 4 Math's and English or equivalent level qualification.
- Relevant Health & Safety and Food Hygiene qualifications desirable.

Experience

- Experience of catering essential
- Experience of working with children preferred.

Personal Characteristics

- Hard working, conscientious and organised
- Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
- Good role model for both students and staff, with high expectations for self and others
- Genuine interest in and willingness to help children to learn how to eat healthily.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training.
- This post is subject to an enhanced Criminal Records Bureau disclosure.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. To meet this responsibility, we follow a rigorous selection process. This process is outlined here but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Job Description – Dining Hall/Servery Assistant

Reports to: Catering Manager
Salary: Scale 1 point 2 £27,275 gross per annum (actual pro rata salary £12,489 gross per annum)
Hours: 17.5 hours per week, 42 weeks per year (**Flexibility will be required during busy periods**)
Working Hours: Monday to Thursday 12Noon to 3:00pm and Friday 11:30am to 3:30pm
(There is no entitlement to breaks)

Key responsibilities

To provide general assistance in both primary & secondary dining halls by clearing trolleys daily, washing up, basic food preparation and serving meals. Supporting in the dishwasher room and ensuring dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment are cleaned at the end of each shift.

Responsibilities

- To prepare and set up the dining area for lunch service, which may include moving and/or setting up furniture and trolleys, cleaning and putting away after service.
- To record food temperatures and labelling of stock items in accordance with the HACCP procedures
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near-misses, to the Catering Manager
- To keep the kitchen preparation area, equipment and dining hall clean and tidy
- To serve the food to a high standard and interact with the staff and pupils in an appropriate and helpful way
- To serve food and always provide a helpful and knowledgeable service
- To ensure food is replenished and kept clean throughout service
- To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and cleaning procedures
- To take part in deep cleaning of the kitchen, food storage, serving and dining areas of the academy during academic holidays (**October half term, February half term and July-first week of the summer holidays**)
- To prepare and deliver refreshments for special functions, collect and clean dirty cutlery, crockery, and other serving items after functions, as and when required. **This may include some evening work, therefore requires flexibility**
- To work as part of a team to ensure that all service requirements are met
- To ensure all jobs are completed at the end of the day
- To attend training courses as and when required.

Other

- To undertake various responsibilities as directed by the Catering Manager, Finance and Resources Director, The Principal and any member of the S.L.T
- This job description is subject to change with the agreement of the post holder.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification - Dining Hall/Servery Assistant

Qualification Criteria

- Right to work in the UK
- GCSE level 4 Math's and English or equivalent level qualification.
- Relevant Health & Safety and Food Hygiene qualifications desirable.

Experience

- Experience of catering essential
- Experience of working with children preferred.

Personal Characteristics

- Hard working, conscientious and organised
- Excellent team player, helpful, friendly, and willing to undertake extra tasks (as and when necessary)
- Good role model for both students and staff, with high expectations for self and others
- Genuine interest in and willingness to help children to learn how to eat healthily.

Other

- Commitment to the safeguarding and welfare of all pupils
- This post is subject to an enhanced Criminal Records Bureau disclosure.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.

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](#).

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

ARK Safe Recruitment Procedure

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.

Disclosures

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

WHERE TO FIND US



Wembley Park (Jubilee/Metropolitan Line)



Chiltern Railways



Buses: 206, 245, 297, 83, 182

By Car: A479

Postcode for satnav: HA9 9JR

A406 North Circular Road (15 minutes away)

Ark Academy Bridge Road London HA9 9JP

Tel: +44 (0)20 8385 4370

Email: admin@arkacademy.org

Website: www.arkacademy.org

