



**THE AVON VALLEY SCHOOL
& PERFORMING ARTS COLLEGE**





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Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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Catering Assistant

Job Start: ASAP

Salary: Band C SCP 3-4 (Actual Salary: £13,155 - £13,373)

Contract Type: Part Time - 25 hours per week 09.30 pm - 2.30pm Mon-Fri (39 weeks – TTO plus teacher training days)

Contract Term: Permanent

The Avon Valley School is a successful and oversubscribed 11-16 Performing Arts College. We are looking to recruit an enthusiastic catering assistant to join our existing catering team.

The successful candidate will be hardworking, friendly, organised, possessing excellent customer service and communication skills. Reporting to the Catering Manager, the successful candidate will ideally have previous experience of working in a similar catering environment, preferably in school catering. Main duties include basic food preparation, serving meals, day to day cleaning, operating to the company health and safety & food safety regulations and any other duties that may be requested by the manager.

Closing date: 8th January 2024 at 9.00am

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews to be held: Soon after the closing date

For further information, the application form and job description, please visit our website, or email: recruitment@avonvalleyschool.uk or telephone: 01788 542355, please note we do not accept CVs without an application form. Please note we do not provide working visas. Please send completed application forms to: recruitment@avonvalleyschool.uk

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.

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Job Description Job Title: Catering Assistant

Accountable to:	Catering Manager	Line Managing:	N/A
Post type:	Permanent	Salary/Grade:	Band C SCP 3-4
Liaising with:	Staff, students and visitors		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.

Main Purpose

- Assist with food preparation
- Transport food to serving locations
- Serve food to students, staff and visitors
- Offer encouragement and guidance to assist pupils in making choices
- Receive food deliveries, check off and put away
- Handle electronic payments for sales
- Wash up (manual and dish washer)
- Clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls and store areas
- Put out, lay and return to storage, furniture used in the dining room
- Clean dining area
- Set up plates and cutlery for use

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.
- Maintain safe and hygienic working practices at all times.

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Responsibility for others:

The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff:

The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for physical resources:

The post has some direct responsibility for physical resources, involving day to day maintenance of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment.

Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments
- Undertake any necessary professional development as identified
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies
- Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

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