



Candidate Information
Catering Assistant
Hogarth Academy



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Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

“We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust’s vision and values and are committed to making a tangible difference to the lives of children and young people.”

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it’s like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A ‘can-do’ attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





A message from the Acting Headteacher

As the Acting Headteacher of Hogarth Academy, I would like to extend to you a warm welcome you to our wonderful school!

Here at Hogarth, our children are at the heart of everything we do. We believe that every child is unique, full of potential, and deserves an education that is as exciting as it is enriching. Our dedicated staff work tirelessly to create an environment where learning is fun, inspiring, and full of opportunities for growth. From the classroom to the playground, we are committed to making every day an adventure in discovery and achievement.

As part of the L.E.A.D. Academy Trust, we are proud to be part of a family of schools that share our passion for providing exceptional educational experiences. This collaboration allows us to offer a vibrant, diverse curriculum that challenges and inspires our children to be curious, creative, and confident.

We know that learning is at its best when it's full of joy, and that's why we encourage our children to explore, take risks, and enjoy every moment of their learning journey. We believe that education should be a celebration of what our children can do, and we work hand-in-hand with families and the wider community to make sure that every child feels supported, valued, and ready to succeed.

Thank you for considering us as your place of work! We hope you feel the energy, enthusiasm, and warmth that makes Hogarth Academy a truly special place for children to grow, learn, and thrive. Please contact the school office to arrange a time to come and see what we do- we'd love to meet you!

Marie Cooper – Acting Headteacher



Working at Hogarth Academy

Join the Team at Hogarth Academy – a vibrant, multi-cultural, inner-city school where every day is an opportunity to have a positive impact on our community. As a Catering Assistant at Hogarth Academy, you'll be part of a welcoming and supportive team, where staff are truly valued. Our children are polite, well-behaved, and appreciative of the meals we provide, creating a rewarding environment for everyone.

Here at Hogarth, we're a small, friendly, and caring team that work together like a family. Every member of staff plays an important role in creating a positive experience for our children, and we pride ourselves on offering a collaborative and inclusive workplace where everyone's contributions are recognised.

If you're passionate about helping others and want to be part of a dynamic and supportive community, we'd love to hear from you.





Benefits of being part of the Trust

Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel shopping, insurance and utilities through the Blue Light Card, Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.

OFSTED 2024

“Pupils respond enthusiastically to the school’s high expectations. They are keen to work hard and learn well. Pupils’ behaviour is positive.”



How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: admin@hogarthacademy.co.uk

CLOSING DATE: Monday 24th March at 12pm

INTERVIEWS: We expect interviews to take place week commencing Monday 24th March 2025

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: headteacher@hogarthacademy.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Head of School,
Huntingdon Academy



Job description

Location: Hogarth Academy, Porchester Road, Nottingham NG3 6JG

Role: Catering Assistant

Salary: £12.26 - £13.26 (dependant on experience)

Hours: 15hrs per week term time (plus 2 cleaning days)

Closing Date: Monday 24th March at 12pm

Interviews: Week commencing Monday 24th March 2025

Key responsibilities and accountabilities

To assist the line manager in preparing balanced, wholesome meals for our students and staff. This is a varied role that includes assisting with food preparation, plating meals, serving meals and ensuring the kitchen, servery and dining areas are kept clean, tidy.

Main Responsibilities of Kitchen Assistant:

- To ensure that the preparation & presentation of food are carried out promptly and to the agreed standards.
- Serving of meals and the setting up and clearing of tables and servery as required.
- To maintain a high standard of food hygiene, safety and cleanliness in accordance with academy policies and statutory requirements.
- General kitchen duties including washing up of equipment and utensils and the cleaning of all areas and surrounds.
- To assist in ensuring that the correct stock holding is maintained and rotated, whilst ensuring no excessive ordering takes place.
- To maintain adequate security of all stock and equipment.
- Helping any member of the kitchen staff as required.
- To maintain and adhere to the school's process for managing dietary and allergy requirements.
- To promote a positive, friendly atmosphere within the refectory area, offering a welcome to all students, staff and visitors.
- Taking responsibility for the kitchen in the absence of the Catering Manager.
- Helping with special functions that may sometimes be outside of normal working hours.

Influencing and Managing Relationships:

- Headteacher
- External Contractors
- Parents and carers
- Senior Leadership Team
- Staff



Other Academy Specific Responsibilities:

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> Numeracy and literacy skills with an ability to keep accurate records Basic Food Hygiene NVQ Level I or above Manual handling certificate 	E	D D
Skills and knowledge	<ul style="list-style-type: none"> Knowledge of Food Hygiene, COSHH, Health and Safety regulations and their application in the kitchen Ability to work on own initiative as well as a member of a team Understanding of portion control and waste handling process 	E E E	
Experience	<ul style="list-style-type: none"> Experience of working in a catering environment Working with children in a similar role or educational setting Flexibility to respond to a variety of work situations with an ability to multitask 	E E	D
Personal Attributes	<ul style="list-style-type: none"> Ability to be diplomatic, approachable and sensitive to the needs of others including Head Teachers, parents, pupils and suppliers Have an openness to learning and change Have a positive attitude to personal development and training He able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E E	
Additional Requirements	<ul style="list-style-type: none"> This role is subject to an enhanced DBS Must be alert and able to react in case of emergency 	E E	