

DRYBROOK PRIMARY SCHOOL

CATERING ASSISTANT

PERMANENT, 7.5 HOURS PER WEEK, SCALE 1, £22,183 PRO RATA

CANDIDATE INFORMATION



‘DREAM BIG, ACHIEVE TOGETHER’



Part of the Forest of Dean Trust (April 2020)

Dear Candidate

Catering Assistant - DRYBROOK PRIMARY SCHOOL

Firstly, can I take this opportunity to thank you for taking an interest in our catering assistant support staff post at Drybrook Primary school

We are so proud of our school and firmly believe that Drybrook has real character, personality and soul.

Drybrook School is located in a beautiful setting and I do not mind admitting that I have fallen in love with the school. It has a team of dedicated teachers and support staff who work hard for the children and the community and you can really feel that warmth when you visit. Our school is not only in an area surrounded by natural beauty it is very accessible and I can dispel any myth that we are remote. It is an easy commute to get to Drybrook against the traffic from many surrounding large towns and cities and many staff remark how positive this commute is.

The team at Drybrook are incredibly dedicated to our children, they are a close knit group and always look out for each other. The staff are encouraged to be innovative and to embrace the wider world in terms of extra curricular activities and opportunities. As a member of the team you will be welcomed into the school and actively encouraged to get involved with everything we do. We are looking for a Forest of Dean Trust person, who is reflective, passionate about young people and open to learning with and inspiring others. You will be welcomed, nurtured and supported so, if you feel this is you, then please get in touch or pay us a visit to discuss this more.

We are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The trust believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

I look forward to hearing from you and hope to meet you in person very soon!

Yours sincerely



Stephen Brady
Chief Executive Officer
Forest of Dean Trust

A MESSAGE FROM OUR HEADTEACHER, THOMAS HENESEY



I am thrilled to invite you to apply for a unique teaching position at Drybrook Primary School, a role that emerges at a time when our school is embracing significant growth and development. We are seeking a passionate and committed educator to fill a maternity leave vacancy. This opportunity is not just a stopgap; it offers a potential pathway to a lasting career with us, especially as we anticipate permanent job openings in the future.

It is a great honour to lead Drybrook Primary School at this exciting time for both the school and the Trust as we continue to build Drybrook into a school of excellence for the future. The magnificent, charming location of the school and the committed, supportive nature of the Trust provide a wonderful environment to work, develop, and progress both individually and as a team. Over the past year, the school and Forest of Dean Trust have focused on putting the necessary foundations in place to allow success in the future. This is a captivating time to be involved in the continued development of Drybrook's bespoke curriculum and the constant improvement of teaching and learning within a large supportive network with clear pathways for growth.

I share the belief with the Forest of Dean Trust that a school should be providing children with the skills necessary to progress in their future lives, whichever path they wish to follow. For children, good outcomes are essential; they open doors and empower children to achieve their dreams. However, I also believe in a well-rounded education where a strong focus on outcomes is allied with an extensive and diverse programme of enrichment opportunities. The school, the Trust, and its staff care about the children; they are dedicated to supporting them in any way they can and want to provide them with a range of experiences and activities that encourage them to succeed regardless of their background or ability. Children have the opportunity to flourish and fulfil their academic, social, and personal potential within a calm, happy, and purposeful environment.

The successful future of children's outcomes is strongly aligned with the growth of the staff working with them, and for this reason, the constant development of staff is a cornerstone of the Trust's vision. Having a clear structure to work with experts to enhance subject knowledge, teaching and learning, curriculum, and many more areas is a unique offer that will ensure you are supported at every stage of your professional career. Drybrook offers a supportive environment and an incredibly dedicated, welcoming staff who will be working collaboratively to drive the school forward onto a successful, sustainable future. This post is a fantastic opportunity to be involved in this exciting time for the school and shape the future direction of education in the Forest of Dean within a forward-thinking school and trust.

Thank you for your interest in this post, and I look forward to reading your application.

Thomas Henesey



CURRENT STRUCTURE

Chief Executive Officer

Stephen Brady. CEO since April 2020 and Headteacher at Dene Magna School from 2010. Steve is a long serving and established member of our community.

Headteacher

Thomas Henesey

Classroom Teacher – Year 6

Stacey Osmond

Classroom Teacher – Year 5

Claire Tuffley.

Classroom Teacher – Year 4

Amy Munden

Classroom Teacher – Year 3

Adele Bines

Classroom Teacher – Year 1/2

Hannah Brooks-Wilden (0.5FTE)
Vicky Oliver (0.5FTE)

Classroom Teacher – EYFS

Jo Morgan (0.5FTE)
Sam Wilce (0.5FTE)

Community Champion

Donna Hull

AN OVERVIEW OF OUR SCHOOL

DATA

AGE RANGE	2—11
LOCATION	DRYBROOK, FOREST OF DEAN
NUMBER ON ROLL - SCHOOL	124 (PAN 140)
NUMBER ON ROLL - NURSERY	22
DATE ACADEMY ESTABLISHED	1st APRIL 2020
DATE JOINED TRUST	1st APRIL 2020
NUMBER OF TEACHING STAFF	8
NUMBER OF SUPPORT STAFF	17

JOB DESCRIPTION

Title: Catering Assistant

Contract: Permanent, 7.5 hours a week, term time only,(39 weeks)

Monday—Friday 12.00—13.30

Salary: Grade 1, point 1, £22,183 pa pro rata of this FTE 0.1768,

Actual £3922 per annum = £324 per month

PURPOSE OF THE JOB

The key role is the delivery of a quality, healthy catering service for students and staff at Drybrook Primary School. The post holder will liaise with the catering manager of the FODT trust to deliver an efficient friendly service to promote the uptake of students who utilise the catering provision to its maximum potential

MAIN DUTIES

- The food will be delivered daily from the central production kitchen ready for service. The Catering assistant will display the food on the service equipment and ensure that :-
- Variety is maintained
- Portion control delivered
- Menu choices comply with the DfE guidance for compulsory nutritional standards for school food
- Marketing the catering service — displaying price lists, allergen information, daily/weekly menus, advertising new products and daily “specials”, organising special/theme days and complement events taking place in school
- Assisting with maintaining stock at appropriate levels and maintaining stock rotation
- On class register sheet log the meals provided to children :- FSM, Universal free school meals and cash sales
- Liaison and team work with the Midday supervisors
- Ensure that regular and thorough cleaning of the kitchen is carried out in line with the cleaning schedule .
- Ensure that the catering equipment is maintained and advise of any issues
- Ensure that the COSHH regulations are implemented and adhered to
- Ensure temperature checks are completed and recorded on food and equipment as necessary and retained for the 3 month required period and sent back to the central Trust team
- Undertaking from time to time such other duties in relation to catering as may be assigned by the Catering Manager of the Trust or the Head Teacher of Drybrook School

PERSON SPECIFICATION-CATERING ASSISTANT

QUALIFICATIONS	
<ul style="list-style-type: none"> • Hold a basic food hygiene certificate 	D
EXPERIENCE	
<ul style="list-style-type: none"> • Experience of managing a programme of work • Experience of working within a school 	D D
KNOWLEDGE AND SKILLS	
<ul style="list-style-type: none"> • Excellent oral and written communication skills • Flexible attitude to work • Ability to work in an organised and methodical way • Excellent student service skills • A working knowledge of health and safety legislation • Knowledge of COSHH legislation • Effective administrative skills • Computer literacy skills • Commitment to undertake relevant personal development of self • Willingness to work outside of contracted hours - parents evening and inset days • Maintain an excellent record of health and attendance 	E E E D E E D D D D E
PERSONAL QUALITIES	
<ul style="list-style-type: none"> • To be organised and efficient • Reliable and punctual • Have a polite, friendly and flexible approach to work • To have a good sense of humour • To follow instructions • To keep calm and professional at all times • Interpersonal—common courtesy, tact and confidentiality 	E E E E E E E



DREAM BIG, ACHIEVE TOGETHER

This aim is at the heart of all we strive to do at Drybrook and we believe it makes the school a special place to study in, work at and be a part of.

The school became part of the Forest of Dean Trust in April 2020. The trust, which is unique in the area, is able to provide educational provision for 2-18 year olds.

At Drybrook we believe that it is important to value each individual within the school community and to celebrate all of their achievements. We value the gift of learning and recognise that we all have the right to succeed. We have high expectations of ourselves and others and recognise the importance of working in partnership with our community and parents/carers to make sure that children have the absolute best start in life and that they are well-prepared for their next stage of education.

At Drybrook we embrace our location in the Forest of Dean but also challenge our children to thrive in modern Britain where they can create change. We believe that we equip pupils for life in modern Britain and for an ever-changing world. We also believe that we will help maintain loyalty to this wonderful part of the world and an ability to use the heritage and culture from the Forest of Dean in whatever pupils go on to do.

Even though we know that working with children is the best job in the world, we completely understand the toll it can take on us. As a trust, we value looking after our teams and we provide innovative ways to show our appreciation.

We believe it is only right that we balance the challenges that we set, with an understanding that getting the best out of someone means valuing them and nurturing them. Yes, we are on a rapid school improvement journey, but we know that a passionate, supported and well-directed team will go on to achieve great things.

As a trust we provide:

WHAT THE STAFF SAY...

"I love working at Drybrook School, both the staff and the children welcomed me from day one and made me feel part of the team. I feel lucky to work in a school with fantastic children and such supportive staff." Vicky.

"After working in both secondary and primary schools across the County it has been a huge joy to be able to work with such inspirational, compassionate, kind and friendly staff. The children are second to none and it is a pleasure to be part of their learning journey and the Drybrook family." Hayley .



Tom, the trust's school dog, visits Drybrook too!

THE FOREST OF DEAN TRUST

How has the school changed since joining the trust?

Work has been done on the site (over 70k spent on the school buildings).

Drybrook School has been enhanced by the following changes:

- Interactive teaching boards for classrooms plus 4 Promethean Activpanel 75”.
- Creation of intervention learning space.
- New bespoke Drybrook curriculum
- Redecoration of classrooms.
- New classroom furniture.
- New PE cupboard.
- Read, Write Inc phonics scheme
- Investment in library providing books for all ages and abilities.
- Wall wipe boards in 4 classrooms.
- Redecoration of the Hall.
- Replacement of corridor carpets with vinyl.
- Redecoration of the corridors and general walk areas.
- Perimeter fencing
- CCTV
- Plasma TV has been relocated to reception and general corridor areas from classroom.
- External storage for equipment and rationalising sports equipment.



HOW DO I APPLY?

The next step for you in joining us on this exciting journey is to complete the application form and send this along with a detailed covering letter explaining why your skills and experience would make you the perfect candidate for this post.

If you have any questions prior to you submitting your application please contact us at admin@drybrookschoo.co.uk or the school office on 01594 542448.

Visits to the school are encouraged and can be arranged by contacting us as above.

Deadline for applications: Friday 30th September 2024

Interview Date: week commencing 07th October 2024



Drybrook School and the Forest of Dean Trust are committed to safeguarding and promoting the welfare of children and young people and would expect all staff to share this commitment. The school believes in equal opportunities and encourages all staff and children to be treated similarly, unhampered by artificial barriers or prejudices or preferences.

As a trust we are committed to safety awareness and we undertake the following procedures:

We have DSL's trained to an enhanced level. All staff will require an enhanced DBS check, section 128 check and the prohibition register will be checked. We also have staff trained in Safer Recruitment.

Our Child Protection Policy can be found on our website under policies.



ALL THROUGH JOURNEY

Being part of the Forest of Dean Trust means children have not only excellent provision for their early years but also a seamless transition to secondary school at Dene Magna School and further education at Dene Magna Sixth Form.

TRAVELLING TIMES TO GET TO US (approximate).



DRYBROOK PRIMARY

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