



**BRIDGE ACADEMY**

## **Dining Assistant Information Pack**



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

**| Hard Work | Integrity | Kindness |**

# CONTENTS

Letter from Mr C. Brown, Principal.....	3
The Bridge Academy Mission, Vision and Values .....	4
Staff Rewards & Benefits .....	5
Job Description.....	8
Advert Information.....	11

Dear Applicant,

Thank you for your interest in this position. Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

We look forward to receiving your application by: **9:00am on Monday 11<sup>th</sup> November 2019**. Please return the completed application documentation to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk)

Yours faithfully,



Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

### Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

### Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

### Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

### Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets\*
- 25% off selected theatre and music productions\*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

\*Subject to availability. A maximum of 2 tickets can be purchased per booking.

### Cycle Scheme

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 25-39% of the total cost. Payment(s) are deducted via payroll over a specific period.

**Optical Expenses:** A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

### **Gift Vouchers for 100% Attendance**

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning vouchers from top stores.

### **Our Award Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

#### **Art Floor**

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

#### **ICT suites**

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

#### **Music Facilities**

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

#### **Performance Hall**

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

#### **Sixth Form**

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

#### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

### **Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

### **Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

### **Social Events**

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

### **Work + Family Space Services (Sponsored by UBS)**

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care (teaching staff only): staff can book nannies, nurseries, holiday clubs, childminders and/or adult eldercare specialists when and where they need them. In addition Bridge teaching staff are eligible to receive 10 free sessions of back up care.
- One-to-one advice from the Speak to an Expert service on whatever Work+Family challenge staff maybe facing.
- Insider guides, real life experience Blogs, and Webinars providing insights and guidance on a wide range of topics.

## JOB DESCRIPTION

<b>Job Title:</b>	Dining Assistant
<b>Reporting to:</b>	Catering Manager
<b>Job purpose:</b>	Responsible to the Catering Manager for the effective operation of school catering provision by assisting in the preparation and serving of meals and dining room arrangements.
<b>Starting Salary Point:</b>	11
<b>Salary scale range:</b>	11 - 15
<b>Working Hours</b>	20 hours per week, but some days the timings may be adjusted to cover special occasions, evening or weekend events by prior agreement.

As part of a small team each member of staff helps in a range of tasks and is flexible to take on different tasks to provide cover for colleagues and to ensure an efficient and effective service. While there are set tasks associated with the role, the post holder may be asked to take on a range of duties where required.

### Key Responsibilities

#### *Till Service*

- To provide a service on the canteen tills, ensuring transactions are processed accurately and quickly.
- Managing the smooth flow of students through the servery.
- Ensuring students have sufficient funds and payment card to make purchases.
- Resolving any issues with students involving lost cards, meal purchases, complaints or behaviour issues.
- Ensuring stocks of drinks, stationery and other items are maintained at the tills.

#### *Catering Provision*

- To assist in the preparation and cooking of meals in line with nutritional standards.
- To assist in the serving of meals where necessary.
- To prepare items of food for sale, e.g. jelly, fruit salad.
- To ensure the service area is stocked with sandwiches, sweet items, fruit and other produce.
- To maintain the canteen area in a clean and orderly fashion, wiping tables, removing spillages, tidying litter, washing cutlery and crockery.
- Washing, tidying and restocking kitchen utensils, dishes and equipment.



**General Responsibilities**

- To work as part of the catering team and to provide an excellent catering service.
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in school and aspects of commercial viability.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required other duties associated with supporting the needs of pupils, as may reasonably be determined by the Principal or his representative.
- Carry out duties, commensurate with the post, necessary for the smooth running of the Academy as required by the Catering Manager.
- Participate in professional development and training opportunities.

**Health and Safety**

The person appointed must at all times work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the Academy’s policies and procedures.

**Signed by Employee:** .....

**Print Name**.....

**Date**.....

## JOB SPECIFICATION

	Essential	Desirable
<b>Qualifications &amp; Experience</b>		<ul style="list-style-type: none"> <li>• 7061/7062/NVQ Level 1 Foundation Level - Catering Counter Assistant or equivalent qualification</li> <li>• A certificate in food hygiene (training will be provided if required)</li> <li>• Experience in working in either a school or catering environment</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Good communication skills <b>with good written and spoken English</b></li> <li>• Ability to build and maintain excellent working relationships</li> <li>• Excellent attention to detail</li> <li>• Confidence to deal with students in a friendly and firm manner</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety within a catering environment</li> </ul>
<b>Personal qualities and characteristics</b>	<ul style="list-style-type: none"> <li>• Efficient and organised</li> <li>• Ability to multi task and be flexible</li> <li>• Ability to work under pressure or independently</li> <li>• Can work well in a team and in a diverse work environment</li> </ul>	

<b>Dates:</b>	Apply by 9:00am on Monday 11 <sup>th</sup> November 2019
<b>Job start:</b>	November 2019
<b>Location:</b>	South Hackney
<b>Salary Point Range:</b>	11 - 15
<b>Annual Salary:</b>	Spine Point 11: £9,068 (Pro rata of FTE: £19,980)
<b>Contract type:</b>	Term time only: 39 weeks per academic year, Mondays - Fridays, 10:30am - 2:30pm, 20 hours per week,
<b>Contract term:</b>	Permanent

*'The best school I've ever worked at: the culture, the staff and students, the training, everything!'*  
(Staff member)

*'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed'* (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, we are national debating champions, our basketball team is in National League 1, and in 2017/18 our music department won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award.

We are seeking a Dining Assistant to join our catering team. The daily responsibilities will include the preparation and serving of meals, providing a service on the canteen tills and undertaking other general duties, to ensure the effective and smooth running of the catering provision. The successful candidate will be totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at University or equivalent, thrive in their chosen field and live a great life.

#### **Do you have?**

- Good communication skills with good written and spoken English?
- The ability to work within a team in a diverse and busy environment?
- Excellent attention to detail and the confidence to deal with students in a friendly and firm manner?

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk). We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Monday 11<sup>th</sup> November 2019.**