



# **Recruitment Pack**

## **Assistant Chef/Cook**

"Attitudes to learning are good and students work hard. They are fiercely proud of their school, come well prepared for lessons, enjoy taking part"

OFSTED 2014

## **Advert for the position of Assistant Chef/Cook**

**Required as soon as possible**

**Pay Band 2 point 11-15 £15,207 - £16,572 – equivalent hourly rate £8.04 - £8.76) dependent on experience**

**(pro rata £8,083 - £8,808)**

22½ hours per week, Term time plus 1 week, total of 195 working days per year

Due to the success and expansion of our in house catering service, Artisan, the Governors are seeking to appoint a suitably skilled, customer focused and experienced cook to join our team.

Working under the direction of the Catering Manager, the successful candidate will be proactive and possess excellent time management skills to support the catering department.

The successful applicant will have:

- at least one year's experience in a kitchen environment
- an understanding of the importance of healthy school food
- a basic knowledge of classic British dishes and recipes
- the ability to understand and follow more complex recipes
- basic baking skills
- the ability to work within a team

**Flixton Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in the commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.**

The closing date for applications is 12 noon on Friday 23<sup>rd</sup> June 2017

**Applications will only be accepted on fully completed application forms.**

# Job Description

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<b>The Post:</b>	<b>Assistant Chef/Cook</b>
<b>Salary:</b>	<b>Pay Band 2 £15,207 - £16,572 (Full time)</b>
<b>Hours:</b>	<b>22½ hours per week, Term Time plus staff training days</b>
<b>Reporting to:</b>	<b>Catering Manager/Assistant Catering Manager</b>
<b>Main purpose:</b>	

The main duties of the post include the preparation and cooking of quality food, ensuring that food is presented with flair and imagination and high standards are maintained.

## **Main duties and responsibilities:**

1. Handling and preparation of food
2. Preparing and cooking meals and dishes in accordance with the school menu cycle
3. Provide support to the Catering Manager and Assistant Catering Manager
4. Ensuring a clean, hygienic and safe working area
5. Safe storage of food
6. To comply with requirements of food hygiene regulations, implementation of COSHH regulations and implementation of risk management practices

## **General**

1. To ensure that duties and responsibilities are carried out in accordance with school policies and in regard to legislation for hygiene
2. To observe the schools health and safety policy and procedures at all times
3. To ensure the safe use of equipment at all times, reporting any unsafe practice to the Catering Manager
4. To observe the schools safeguarding policy and procedures at all times
5. Undertake the necessary training associated with the post
6. Undertake any reasonable duties as requested by the Headteacher or nominated delegate

## **REVIEW ARRANGEMENTS**

*The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Flixton Girls School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.*

**Prepared by: Mrs R Bancroft, Director of Business & Finance, Jan 2017**

## Person Specification – Assistant Chef/Cook

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Essential	Desirable
<u>Commitment</u>  A clear recognition of and commitment to all our aims  Integrity, good timekeeping and high standards.	
<u>Qualifications, Experience and Knowledge</u>  At least one years' experience in a catering environment  A good basic level of education including English & Maths.  Ability to demonstrate excellent customer service  Current basic hygiene certificate  Catering qualification NVQ2 or equivalent  Able to demonstrate flair and imagination in food preparation and presentation	  First aid qualification  Knowledge of safeguarding procedures  Health & safety training  Knowledge of current Health & Safety and Hygiene regulations/legislation within a catering environment
<u>Personal Qualities and Skills</u>  Good communicator with adults and children  Able to use own initiative  Enthusiastic  Willingness and ability to work co-operatively as part of a team  Resilience, tact and diplomacy especially under pressure  Excellent personal effectiveness and organisation	



# Welcome to Flixton Girls School

There has never been a better time to join Flixton Girls School. At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best

Flixton Girls' School was founded in 1933 and on August 1st 2011 the school became an academy, reflecting the high standards and quality of education that have come to be our hallmark.

At FGS we are specialists in girls' education providing a nurturing, supportive and challenging environment where girls excel. Exceptional opportunities allow girls to develop their individual characters and talents and to fulfil their dreams and aspirations. We welcome girls of all abilities, interests and aptitudes. At FGS everyone is special.

In choosing FGS you will be joining a school that is well respected in its local community and has a national reputation for work in many areas.

If you feel you have the relevant credentials to join our successful team, please complete your application paying particular attention to the job description and person specification, demonstrating how you meet the requirements as this will be used to shortlist candidates through to the next stage in the process. I look forward to receive your fully completed application form by 12 noon on 10<sup>th</sup> March 2016 either by post or by email to [recruitment@flixtongirls.com](mailto:recruitment@flixtongirls.com)

If you are successfully shortlisted and invited to interview, references will be obtained at this stage unless you specify otherwise.

During the interview you may be asked specific questions on any discrepancies or gaps in your application form.

Thank you for showing an interest in joining Flixton Girls School and good luck with your application

**Julie Hazeldine MSc**  
**Headteacher**

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# Our Founding Principles

At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

## Aspiration

Aspiration, the first of our founding principles is vital in instilling in each girl the desire to be successful in her chosen field and to have high ambition for the future. Our highly qualified and dedicated staff team deliver rich experiences and opportunities that enable each girl to find and develop her talents. We work hard to ensure that she is aware of the opportunities available to her and that she is fully supported to achieve her goals. Our curriculum together with our wide and varied enrichment programme introduces girls to many new activities and is underpinned by a commitment to the development of self-confidence, self-worth and a love of learning.

## Empowerment

Empowerment, the second of our founding principles, ensures that each girl is equipped with the skills and abilities she needs in order to achieve success. At FGS we believe that the empowerment of a young woman is the key to her future happiness and success, as well as to the future of our community and our society.

## Excellence

Excellence, our third founding principle, permeates our actions and drives ambition; the unlimited ability to do ordinary things extraordinarily well. Flixton girls are proud of their school and benefit from our deep commitment to traditional standards, courtesy and respect, leading to outstanding achievements and academic success.

At FGS we believe that each girl deserves the very best education and has limitless potential. We consider it our duty to help her to discover and fulfil that potential. We are privileged to guide each girl as we share with you the most enjoyable, challenging and exciting journey of her life; from girl to woman.

## Our values

All in our school:

- Nurture ambition and recognise talent
- Develop abilities
- Respect and value each other
- Celebrate diversity and achievement
- Promote self-belief, confidence and a 'can-do' attitude
- Promote healthy lifestyles and participation in physical activity
- Provide stretch, challenge and support
- Encourage reflection
- Pursue and achieve excellence