



**Wren  
Finchley**



# **Wren Academy Finchley**

## **Catering**

### **General Kitchen Assistant**

Interviews: As applications are received



**Do justice, love kindness, walk humbly with your God: Micah 6v8**



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Wren Academy Finchley

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Email: [firstcontact@wrenacademy.org](mailto:firstcontact@wrenacademy.org)

Web: [wrenacademy.org](http://wrenacademy.org)

Secondary Principal: John Keohane

Primary Headteacher: Louisa Taylor

September 2024

Dear Colleague

**Wren Academy Finchley – General Kitchen Assistant**

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on our website should give you a flavour of the Academy. However, if you wish to find out more, please contact Michelle Perry on 020 8492 6000.

If you decide to apply, please follow this guidance carefully. Your completed application form must be received by the Academy by 9.00am, Wednesday 2 October 2024. Applications will be considered as they are received. A hard copy of your application can be posted to the address above or sent by e-mail to [recruitment@wrenacademiestrust.org](mailto:recruitment@wrenacademiestrust.org).

Finally, thank you for taking on the demanding and time-consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

**Michelle Perry**  
**MAT Catering Manager**

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

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## **General Kitchen Assistant**

**£11.50 hourly rate term time – 43.6 weeks per annum**

**Part time position**

**Start date: As soon as possible**

Do you have the passion and skills to be part of our school team, creating inspiring and nurturing food for our children? This is an exciting opportunity for a General Assistant to be part of something incredibly special as we are an Outstanding All through school with an excellent reputation for our catering department alongside the Academy reputation, wonderful children and a supportive staff team. We are excited to recruit individuals keen to join us on this exciting journey.

The primary phase of Wren Academy opened in September 2015 with the Early Years Foundation Stage classes. Through the addition of a cohort of children each year, we have grown into a two-form entry primary school, joining our successful and outstanding secondary school. Located in the London Borough of Barnet, Wren Academy is sponsored by the Church of England and Berkhamsted School. In September 2021, we had our first Year 6 year group and are now a completely all through school.

The successful applicants must be willing to complete the catering compliance training inclusive of health and safety, food hygiene, allergens training.

At Wren Academy we value our staff and this is a key role in developing the standard of care for students inside of school hours and we will provide them support and assistance in order that they may effectively and happily perform their duties.

The detailed Job Description, additional information about the Academy and the application form are available from our website, <https://www.wrenacademyfinchley.org/253/recruitment>.

Interviews: As applications are received

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*Inspiring creative minds  
Growing extraordinary learners*



## **Wren Academies Trust**

### **Wren Academy Finchley**

#### **Job Description – General Kitchen Assistant**

The current job role will be suited to a confident person looking to move into a school environment, this position is a part time position working in both primary and secondary catering areas. The Academy has very high standards and expectations and will require a person who is confident and able to work well within a team. Wren Academy Enfield works in partnership with Wren Academy Finchley and models the site standards and expectations on each other. Our expectations are high. Wren Academy Finchley catering department works in close companionship with the head chef at Wren Academy Enfield. The teams work closely with each other on presentation and collaborate on style of service and working to suit our customers needs. Customer service is very important.

To develop relationships across the Academy we occasionally ask you to work from the Wren Academy Enfield site for training and inset days. Strict guidance to Allergens and Natasha's law will be given and followed. Training is expected to be up to date and completed in a timely manner. The successful candidate will work closely with the Head Chef and team at Wren Academy Finchley. Any necessary training will be provided to ensure complete understanding of the role.

#### **Job Responsibilities**

Typical general kitchen assistant tasks include (done on a rota basis with the team):

- Working alongside the other team members in a friendly and kind manner
- Ensuring customer service is at the forefront of service
- Washing up with an industrial dishwasher
- Manual washing up
- working on the main counter with a view of developing skill set
- clearing and cleaning tables in primary
- Clearing the waste area in primary
- Sweeping and mopping flooring
- Filling in cleaning schedules
- Health and safety
- Hygiene (food and personal)
- A good understanding of Allergens
- Working within timelines
- Cleaning of equipment and flooring
- Working and continuing to work to and within the high standards set within the Academy.
- Teamwork
- Annual training to ensure full compliance for EHO

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## **Reporting**

The general kitchen assistant will report to Head Chef.

## **Hours of Work**

11:00am – 2:00pm

43.6 weeks per annum

## **Job Purpose**

To ensure a clean and hygienic kitchen environment to support the primary and catering team and to ensure we can deliver a quality food offer in a clean environment within the food hygiene guidelines, assisting the Head Chef.

## **Supervision**

As this is an Academy you will be required:

- To act in a responsible manner towards the children at all times.
- To be responsible, with other team members, for ensuring that equipment is properly used, maintained and stored (ie knives) and for reporting any worn or damaged materials to the head chef.
- To ensure that the safeguarding policy is followed at all times.

## **Behaviour**

- To maintain an acceptable standard of conduct and discipline amongst pupils ensuring that all appropriate school regulations are complied with and reporting serious breaches of discipline or persistent unruly behaviour to the Head Chef, or the nominated person deputising for the Head Chef.

## **Development**

- To attend meetings as appropriate.
- To undertake any other reasonable duties as directed by the Head Chef. This job description will be reviewed on an annual basis as part of the Performance Appraisal Programme.

## **General**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, behaviour management reporting all concerns to an appropriate person.
- Contribute to the overall ethos of the School.
- To attend appropriate training to continually develop the catering facilities and their own professional skills.
- Any other duties that may be reasonably required within the grade and scope of the role.

### **Professional Behaviour**

- To maintain high standards of professional behaviour towards colleagues and students.
- To lead by example and to follow the Academy's uniform code within the catering department and code of conduct.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.

### **Other Specific Duties**

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements as a Church School.
- To have a record of excellent health, attendance and punctuality
- you may be asked to work some functions such as- parents evenings or governors /directors' functions with occasional overtime as and when required, with notice

**This Job Description is current at the date shown but, in consultation with you, may be changed by the Primary Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.**

**September 2024**



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Growing extraordinary learners



## Wren Academies Trust

### Wren Academy Finchley

#### Person Specification – General Kitchen Assistant

Qualifications	
Essential	Desirable
<ul style="list-style-type: none"><li>Allergens training (can be done via elearning)</li><li>Health and food hygiene level 2 (can be done via elearning)</li></ul>	<ul style="list-style-type: none"><li>Attended Safeguarding courses</li></ul>
Experience	
Essential	Desirable
<ul style="list-style-type: none"><li>Experience of working within a catering department</li></ul>	<ul style="list-style-type: none"><li>2 years experience</li></ul>
Skills	
Essential	Desirable
<ul style="list-style-type: none"><li>Ability to work on own initiative</li><li>Ability to work with guidance, but under limited supervision</li><li>Liaise and communicate effectively with others</li><li>Demonstrate good organisational skills</li><li>Possess good verbal communication skills</li></ul>	<ul style="list-style-type: none"><li>Experience in the essential tasks</li></ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"><li>Knowledge of positive behaviour</li></ul>	<ul style="list-style-type: none"><li>Knowledge of safeguarding children</li></ul>
Personal competencies and qualities	
Essential	Desirable
<ul style="list-style-type: none"><li>Enthusiasm and a positive outlook</li><li>The ability to work independently and collaboratively as a member of a team</li></ul>	<ul style="list-style-type: none"><li>Ability to work under pressure</li><li>Sense of humour</li></ul>



<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• A positive attitude towards professional development and their own learning</li> <li>• Reliability and integrity</li> <li>• Good personal organisation</li> <li>• Good attendance and punctuality record</li> <li>• Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy</li> </ul>	
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## **Selection Process Details**

### **Completing your application**

Candidates are asked to read the details carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Please email your completed application and supporting statement to [recruitment@wrenacademiustrust.org](mailto:recruitment@wrenacademiustrust.org)

CV's will not be accepted.

### **Selection process**

The selection process may have a combination of tasks, activities and interview. Further details will be provided to the candidates shortlisted for interview.

### **References**

Candidates are advised that references may be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

### **Safeguarding children**

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

**September 2024**