

Candidate Information



Catering Services

King James's School is proud to offer this outstanding opportunity to join a highly committed Catering Team, who deliver an outstanding service to both our students and staff.

We won the School Caterer of the Year award at the Educatering Excellence Awards 2015 held in London and were runners up in 2016. The award, in the 'self-managed' category, was for a school or academy which runs its own catering operation and has demonstrated significant achievement; recognising that King James's School has improved menu choices, decreased its cost base, reduced waiting times while delivering value for money and producing exceptional quality dishes.

All students have access to our recently refurbished Food Court at breakfast, morning break and lunchtime. The Food Court provides an adult dining experience allowing students the freedom to choose. Our school meals offer excellent variety and value for money. In addition to classic school dinners prepared on the premises, we have introduced a range of 'grab and go' hot and cold meal options to cater for students with busy lunchtime schedules.

The environment in the extended dining area is more like a shopping mall food court than a school dinner hall, providing 14 hot meal combinations including pasta, noodle and rice pots. There is also a sandwich 'grab and go' area and a separate Sixth Form and staff café. We will often serve over 800 students in 15 minutes with over 80% of the school using the facility daily equating to 1400 transactions. The operation is currently staffed between 06.45 and 15.00 with frequent evening events and presentations supported by our hospitality service.

The Sixth Form menu has a build your own salad and sandwich theme, fresh bean to cup coffee and a range of 'grab and go' items.

The successful candidate will be supporting the Head Chef to move the provision forward, along with the Kitchen Supervisor. You will be able to assist in the supervision of a team of 9 Catering Assistants.



KING JAMES'S SCHOOL
KNARESBOROUGH

Assistant Cook

40 weeks per year
(Term Time + Training Days + 1 week)
January 2018 start. Full time
£14,070 - £15,201 actual

This is a superb opportunity to assist an award winning catering team serving over 1200 people daily via our Food Court, 6th Form Café and hospitality services.

You will need to be passionate about food, service and quality.

As the school's Assistant Cook, you will assist the Head Chef with preparing both hot and cold meals for breakfast, break and lunch. You will be able to assist with responsibility for the safe, effective and efficient operation of all activities within the kitchen of a large inclusive secondary school.

We offer a competitive salary, quality professional development and career opportunities and access to a contributory local pension scheme.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post.

For an application form please visit our school website. Completed applications must be submitted via email to recruitment@king-james.n-yorks.sch.uk and received by 8.00am, Monday 11th December 2017.

Please note that CVs will not be accepted.



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is phenomenally supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We are heavily over-subscribed each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very modern school with an open and friendly ethos. The students are not restricted by an oppressive regime but there is good order and discipline. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 10% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

Carl Sugden
Headteacher

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to recruitment@king-james.n-yorks.sch.uk and be received by: **Monday 11th December 2017, 8.00am.**

Thank you for your interest in this post. If you have not heard from us by the end of December 2017 please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



Children & Young People's Service

King James's School, Knaresborough

JOB DESCRIPTION

POST: Assistant Cook	
GRADE: Band 5	
RESPONSIBLE TO: Head Chef	
STAFF MANAGED: None	
POST REF: 041306	JOB FAMILY: 4
JOB PURPOSE:	The core focus of this job is to assist the Head Chef in delivering an efficient catering service operating to the highest standards of food safety and with a good understanding of HACCP and allergens. The post holder will do this by carrying out duties such as food preparation and serving meals to children and staff. The post holder is required to assist the Head Chef in the performance of their duties, In the absence of the Head Chef the deputising role will cease and the Assistant Cook will assume the duties and responsibilities of the Head Chef.
JOB CONTEXT:	Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise & smells. However, protective clothing will be provided e.g. apron An enhanced Disclosure Barring Service (DBS) clearance is required for this post.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	Assist the Head Chef in the following operational duties:- • The ordering of goods and materials • The receipt and storage of goods and materials in good order as required • Refilling sauces, condiments and other consumables • Preparation, cooking and service of appetising and nutritious food and beverages as directed • The maintenance of high HACCP standards and requirements • The development of menu's as required with the Head Chef
Communications	• Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits • Listen actively and respond to the concerns of children and young people • Oral communication with the Head Chef and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen. • Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake • Liaising with Head Chef on issues relating to the standards of service in

	school Working with children, teachers and parents to encourage healthy eating
Resource management	Assist the Head Chef in the management of the following resources: - Undertake duties associated with the financial management of the catering operation including managing labour costs, management of food costs through adherence to menus and recipes, controlling stock and keeping accurate records - Assist the Head Chef in the careful use and maintenance of equipment and reporting faults - The efficient use of services including gas, electricity and water
People Management	Assist the Head Chef in the supervision of catering staff by allocating, overseeing and checking the work as required
Skills Development	- Assess standards of service and assist with the training and development of staff in the kitchen when necessary - Attend training courses and meetings as required - Attend training courses and meetings as required for personal development and mandatory training
Safeguarding	To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	- Carry out all work in accordance with relevant policies, procedures and regulations - The Food Safety Management System - COSHH - The Risk Assessment Manual - NYCC policies & procedures - Assist the Head Chef to complete all required weekly / termly paperwork and returns accurately and timely
Data Protection	To comply with the King James's School and County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. - To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. - Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	King James's School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with King James's School and County Council Policies and Procedures.
Customer Service	King James's School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity,

	respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • King James's School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	November 2017

PERSON SPECIFICATION

JOB TITLE: Assistant Cook

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge • Knowledge of current guidance and legislation with respect to food hygiene and food safety • Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices • The knowledge and understanding of good cookery and correct working practices in a kitchen environment	• Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards) • Knowledge of the work of the School Food Trust • Promotion skills to encourage the uptake of healthy school meals
Experience	• Experience of supervising staff • Experience of working in catering establishments including the cooking and service of food
Occupational Skills • The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties • Be reliable, dependable and have a smart and tidy appearance • Be able to work as part of a team • Good interpersonal communication skills • A good standard of cookery skills	
Qualifications • Willingness to undertake relevant training	• Level 2 Award in Food Safety in Catering • Food hygiene certificate • Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 or equivalent • Qualification in nutrition / healthy eating • Health and Safety qualification • Level 2 Numeracy and Literacy

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Other Requirements - Enhanced DBS clearance - Physical ability to carry out the duties of the role	

NB – Assessment criteria for recruitment will be notified separately.