



**Job Pack**  
**General Kitchen Assistant**



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September 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.



**Yours Faithfully**

**Mrs Elen Roberts**  
**Executive Headteacher**  
**For and on behalf of SEARCH Education Trust**

**Job description**

<b>Post</b>	<b>General Kitchen Assistant</b>
<b>Grade</b>	<b>Scale 1 Point 3 £24012 Actual pro rata salary £2364.77</b>
<b>Contract</b>	<b>Permanent</b>
<b>Hours</b>	<b>4 hours every Friday, term-time only (39 weeks) hours between 10.30am to 2.30pm</b>
<b>Responsible to</b>	<b>Catering Manager &amp; Chef</b>

We are looking for a General Kitchen Assistant to start with us, joining our friendly Catering team.

As a kitchen Assistant, you would be expected to carry out food preparation as well as cleaning the kitchen. You would follow strict hygiene, health and safety rules.

You will not usually need any particular qualifications to work as a kitchen assistant. However, a good standard of general education would be useful and be able to communicate. It is also essential that you have worked previously within a commercial catering environment and have a good level of cooking and food preparation.

To become a Kitchen Assistant, you will need to be able to carry out tasks quickly and competently. You will also need to use your initiative and work in a team.

**Purpose**

To undertake the preparation and serving of meals and general duties including cleaning tasks in the kitchen, dining hall, and associated areas.

**Main Activities and Responsibilities**

- To undertake all daily general kitchen duties as requested by your superior, this will include some food preparation.
- Preparation of the dining halls and service counters ready for service, which may include moving /setting up hotplates/tables
- Also the setting up of trolleys and the cleaning and dismantling of these as required after service.
- To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal.
- To transport meals to other areas within the schools where necessary

- To wash tins, dishes, cutlery, tumblers, jugs, serving utensils and containers, clean dining/kitchen tables and all other catering equipment within the catering environment, if asked to do so.
- To clean on a daily basis all catering areas to an agreed suitable standard.
- To use correct work methods and practice and ensure that the laid down legal standards of kitchen and personal hygiene and general Health and Safety are maintained.
- To ensure at all times a responsibility for a quality of presentation and quality of cleanliness of all food service areas.
- To ensure all equipment is used correctly and report any defects or faults immediately in accordance with Health and Safety
- To remove all rubbish and food waste on a daily basis
- To have due regard for safeguarding and promoting the welfare of children and to follow the school's child protection procedures.
- To undergo on and off site job training sessions as required by the Academy.
- Any other duties commensurate to the role and responsibility of the post. Conditions of Employment
- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff are required to participate in the school's performance management scheme.

### **Health & Safety**

- Ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to goods, equipment, materials and general safety.
- Ensure the safe operation of kitchen equipment at all times.
- Ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- Ensure that all kitchen areas are clean and free from hazards.

### **Safeguarding Children**

SEARCH is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: .....

Signature of postholder: .....

Name of postholder: .....

### Person specification

	Essential	Desirable
<b>Qualifications and Training</b>		
Relevant qualification in food hygiene and Health and safety		✓
To have food and hygiene training		✓
<b>Experience</b>		
Experience of working in busy Kitchen environment	✓	
Flexible approach to working hours	✓	
Good working knowledge of relevant policies and codes of practice		✓
Understanding of the issues around working with students with all levels of Special Educational Needs and EAL		✓
To be fully aware of the fire policy and the awareness of food hygiene regulations		✓
<b>Skills</b>		
<b>Personal</b>		
Willingness to reflect on your own practice and develop as a professional.	✓	
To have good communication skills	✓	
To have the ability to work effectively within a team environment	✓	
Commitment to equal opportunities	✓	
<b>Administrative</b>		
<b>Relations with Young People</b>		
Ability to relate well to, and communicate with, children and adults	✓	
Some experience of catering for students in the 10-18 age range	✓	
Understanding of the issues around safeguarding children	✓	
<b>IT Skills</b>		
Ability to use basic ICT and technology		✓
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

**General Kitchen Assistant – Heartlands High School**

**Salary: Scale 1 Point 3 £24012 Actual pro rata salary £2364.77**

**Location: Haringey**

**Hours: 4 hours every Friday, term-time only (39 weeks) hours between 10.30am to 2.30pm**

**Responsible to: Catering Manager & Chef**

**Contract term: Permanent**

**Closing date: Monday 2<sup>nd</sup> October 2023 at 10am**

**Interview Date: TBC**

Heartlands High School has the opportunity to invite a personable, friendly and confident individual to join our friendly in-house catering team. As a kitchen Assistant, you would be expected to carry out food preparation as well as cleaning the kitchen. You would follow strict food hygiene and school's health and safety policy.

The successful candidate will also have:

- A good standard of general education
- To be able to communicate.
- Previous experience of working within a school /commercial catering environment and have a good level of cooking and food preparation.
- To assist in the serving and clearing down of all food, beverages and associated utensils as required.
- To co-operate with all catering staff and undertake such duties in the kitchen/service areas as requested to ensure an efficient and effective service is delivered at all times
- To undertake supervised food preparation tasks as required.

We can offer you

- A very positive working environment
- Collaborative colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.



If you would like to find out more about the position, we would love to talk to you.

**For further information, please contact our HR department at [HR@searcheducationtrust.com](mailto:HR@searcheducationtrust.com)**

**Completed application forms must be submitted via [TES](#) by 10 a.m. on Monday 2<sup>nd</sup> October 2023. Interviews to be confirmed.**

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.