

Recruitment Pack



Apprentice Chef

July 2021



School Ready; Work Ready; Life Ready



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Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are **'Positive Role Models'**
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School Ready; Work Ready; Life Ready.



Nick Bowen
Executive Principal



Claire Huddart
Principal

We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.

Vision Overview 2020-2025

Vision

School Ready; Work Ready; Life Ready

Ambition

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

Values

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

Aims

Equity of Opportunity

To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.

Global Readiness

An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.

High Expectations

Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.

Strong Community

Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.

Culture of Kindness

A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.



CORE VALUES

At Horizon Community College

<p>PRIDE</p> <p>Wear full College uniform at all times</p> <p>Take pride in all you do and actively look to improve your work</p>	<p>ORGANISATION</p> <p>Bring correct equipment to every lesson</p> <p>Organise your time and complete homework to the best of your ability</p>	<p>ENGAGEMENT</p> <p>Be focussed and attentive in lessons act on advice and feedback</p> <p>Seek to discover new things & be prepared to take risks</p>	<p>QUESTIONING</p> <p>Contribute in every lesson</p> <p>Ask questions to deepen your knowledge and understanding</p>	<p>RESPECT</p> <p>Follow staff instructions the first time & every time</p> <p>Be honest and polite to others</p>
<p>KINDNESS</p> <p>Be considerate and supportive of others</p> <p>Treat others as you would expect to be treated</p>	<p>TEAMWORK</p> <p>Engage with cooperative learning</p> <p>Take on an active role within the team, readily sharing ideas and information</p>	<p>TOLERANCE</p> <p>Value others regardless of sexuality, race, faith gender or disability</p> <p>Accept the quirks of others</p>	<p>INDEPENDENCE</p> <p>Demonstrate dedication & commitment</p> <p>Be self-disciplined and evidence self-direction</p>	<p>RESILIENCE</p> <p>Persevere and recognise it is alright to make a mistake</p> <p>Respond well to constructive criticism</p>

Child Safeguarding Policy

The College is committed to 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 (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<https://horizoncc.co.uk/safeguarding/>

Vacancy Details

Role: Apprentice Chef (Level 2)

Salary: Apprentice Rate

Working Arrangements: Monday to Friday (including 1 study day)

Type: 15 month fixed term, term time only plus 2 INSET days

Closing Date: Friday 3 September 2021 at 12 noon

We would like to present you with the unique opportunity to play a key role in the providing a high-quality catering service to staff and students across the College whilst completing a Production Chef Level 2 apprenticeship.

This role provides a fantastic opportunity for someone who is looking for a new challenge in a career in catering.

The successful applicant will have:

- A basic standard of education in English and Maths
- The ability to maintain high standards of service to customers
- The ability to work collaboratively as a team.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Horizon Community College reserve the right to close this advert prior to the closing date above.

Job Description

SERVICE AREA: Horizon Community College	
JOB TITLE: Apprentice Chef	
GRADE: Apprentice	
RESPONSIBLE TO: Deputy Catering & Hospitality Lead	
EMPLOYEE SUPERVISION: None	
DATE AGREED:	BY WHOM:

Purpose of Post:

- To assist in the provision of a high-quality catering service to customers across the College

Key Areas:

- The preparation of ingredients and cooking as directed by the Catering Supervisor.
- Provide a high-quality service to customers by serving meals and clearing tables.
- General kitchen cleaning duties.
- Operation of tills.

Duties and Responsibilities:

- Undertake the preparation of ingredients and basic cooking.
- Assist with the serving of meals at various service points under the direction of the Catering Supervisor.
- Undertake all general kitchen duties including washing up, cleaning and clearing utensils, cleaning equipment and cleaning kitchen and dining room surfaces and floors.
- Assist in the dining room and other designated areas with the clearing of waste and the cleaning of service utensils and service counters/trolleys etc.
- Encourage customers in the purchase of meals by ensuring that the service is of the highest standard in respect of quality, quantity and presentation.
- Ensure that all customers are served in an efficient and courteous manner.
- Ensure that the Catering Manager or Catering Supervisor is informed of any complaints.
- Ensure compliance with all health and safety regulations, policies and procedures.
- Undertake temperature testing duties as determined by the Catering Supervisor and ensure compliance with all instructions relating to kitchen hygiene rules and the operation of HACCP procedures.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure every child is valued for who they are and that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.

- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may reasonably assigned by the Principal.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Desirable)
Relevant Experience	Experience of working in a kitchen or catering environment.	Application form/interview	Desirable
	Experience of working as part of a team.	Application form/interview	Desirable
	Experience of working with children and young people	Application form/interview	Minor
	Experience of cash handling	Application form/interview	Minor
Education and Training Attainments	Basic level of numeracy and literacy skills	Application form/interview	Essential
	2 GCSE's including English and Maths (Grades 9-4) or equivalent	Application form/Qualification Certificates	Desirable
	Food Hygiene Certificate or willingness to undertake the qualification	Application form/Qualification Certificates	Essential
General and Special Knowledge	Knowledge of food preparation and storage in accordance with health and safety regulations	Application form/interview	Desirable
Skills and Abilities	Ability to prepare food and beverages.	Application form/interview	Essential
	Ability to undertake basic cooking.	Application form/interview	Essential
	Ability to undertake a range of cleaning duties.	Application form/interview	Essential
	Ability to maintain high standards of service to customers.	Application form/interview	Essential

	Ability to ensure compliance with Health and Safety policies and procedures.	Application form/interview	Essential
	Ability to work as part of a team.	Application form/interview	Essential
	Ability to maintain appropriate relationships with children and young people.	Application form/interview	Essential
Additional Factors	A willingness to take part in training and development opportunities as required.	Application form	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

Employee Benefits

The college offers the following benefits to its staff in addition to competitive salaries:

- Access to Local Government or Teachers' Pension Scheme
- Excellent access to the college by public transport – direct trains to Barnsley from Leeds, Huddersfield, Sheffield, Wakefield, Meadowhall
- Proximity to the M1 and A628 – around 30 minutes commute from Leeds, Huddersfield, Sheffield, Rotherham, Doncaster
- Comprehensive staff wellbeing offer including: free breakfast; access to local authority wellbeing support; in-college HR wellbeing guidance and access to counselling; staff workload review; flu vaccinations; free access to the college gym
- A comprehensive professional development programme for teaching and support staff, including opportunities for achieving professional qualifications and supporting career progression
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices.

Horizon Community College is committed to ensuring and promoting the wellbeing and professional support of all staff under its care.

The Application Process

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

This is an exciting and rewarding role and we look forward to receiving your application.

Should you wish to discuss the role further please contact us on 01226 704230.