



Simon Langton Girls' Grammar School

Catering Assistant (Part-time)

September 2024



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are looking to appoint a part-time Catering Assistant to join our catering team, working 15.5 hours a week, Wednesday to Friday, during term time and 15.5 hours during the school holidays. If you have a can-do attitude, we welcome your application.

As a Catering Assistant, you will be an essential member of our catering team, performing a variety of tasks in a busy school kitchen environment and contributing to the smooth running of the catering service. You will need to be a team player, adaptable, flexible and able to assist with basic food preparation, serving students and staff, washing up and keeping the kitchen clean, tidy and safe.

This post involves regular contact with both students and staff and the successful candidate needs to be able to relate well to students and adults alike. Experience of working in a kitchen environment is desirable but not essential as training can be provided.

The successful candidate will be required to work 3 days a week, 15.5 hours per week, 9.30 a.m. – 2.30 p.m. Wednesday and Thursday, and 9.15 a.m. - 2.45 p.m. on Friday. You may be required to assist at up to 3 after school events per year.

You will be paid on Kent Range 3 and the annual pay will be £8,483.00 (based on a full time equivalent of £23,337).

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.



Job Information



Job Specification

Job Title: Catering Assistant (Part-time)

Job Purpose: To assist in the provision of an efficient catering service to students and staff whilst ensuring compliance with relevant Health & Safety and hygiene regulations.

Responsible to: Catering Manager

Salary: KCC Kent Range 3 £8,483.00 annual salary pro rata (£23,337 FTE)

Hours of Work: 9.30 a.m. – 2.30 p.m. Wednesday and Thursday, and 9.15 a.m. - 2.45 p.m. on Friday. 15.5 hours per week.

Specific Accountabilities, Key Duties and Responsibilities:

- Assist with the cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service
- Undertake cashier duties by operating a cashless service to receive payment for food and drink
- Assist in moving and setting up dining furniture
- Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment
- Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment
- To undertake on the job training to ensure a high standard of service is maintained
- Attend training courses as required and assist in the training of other catering staff as directed
- Understanding and ability to apply Health & Safety procedures relevant to the job, e.g. manual handling, safe use of machinery and/or equipment, COSHH, First Aid and Hygiene Practice (training can be provided)

- Comply with Health and Safety, Fire Regulations and other County policies
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy

Support for the School:

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher





Person Specification

- A team-worker
- Good inter-personal skills; appropriate style with the students
- Reliable. Good attendance and timekeeping record
- Ability to follow instructions and work within set routines
- Ability to recognise problems and report to supervisor
- Ability to communicate factual information politely and courteously
- Basic written and numeric and arithmetic skills appropriate to the job
- Flexible and able to work under pressure
- Able to take responsibility for designated tasks

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

We reserve the right to appoint and interview suitable candidates before the published closing date.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Monday 7th October 2024
- Interview date - TBC
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



Working at our school



Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address

- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment

