



Job Pack
General Kitchen Assistant



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July 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust.

The SEARCH Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our intent is to grow strong, sustainable and successful school communities which: **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning; **Empower** young people to be entrepreneurial and creative leaders of the future; **Aspire** for young people to discover how they can be the best they can be; **Reach** out to everyone, celebrate diversity, and leave no one behind; **Collaborate** to develop a community of shared practice and effective partnerships for school improvement; **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

We call this our SEARCH Vision and these values and ideals, which are at the heart of our community, provide a space within the wider education system where schools can come to work together, to grow and flourish. We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We also work by our SEARCH principles. We work **for Children and for Schools** and we run on the principle of **by Schools for Schools** listening to the needs of each local school and its leadership in order to create excellent educational provision and **success for all**. The key principles are: **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.

Together our SEARCH Vision and Principles enable us to focus on what really matters, that is continual school improvement, which is achieved through nurturing effective partnerships, school-to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development. All our Trust Services are directed toward helping our schools to give our young



people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the intent, vision and principles of our Trust. We have built the capacity and space for everyone to thrive –our children, our staff and our schools.

This is an exciting time to join our trust as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for 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. We look forward to receiving your application.

Yours Faithfully

Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Officer



JOB DESCRIPTION

Post	General Kitchen Assistant
Grade	Scale 1 Point 3 £24012 Actual pro rata salary £11,823.86
Contract	Permanent, 20 hours a week for 40 weeks per year
Hours	Monday-Friday (Flexible as the service demands dictate with a 'normal' day being either 10.00am-2.00pm, 10.30am to 2.30pm, 11.00am-3.00pm – 39 weeks per year. There is also an expectation that shifts should be altered to oversee service in the evenings for occasional school events.)
Responsible to	Catering Manager & Chef

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.

As 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
Qualifications and Training		
Relevant qualification in food hygiene and Health and safety		✓
To have food and hygiene training		✓
Experience		
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		✓
Skills		
Personal		
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	✓	
Administrative		
Relations with Young People		
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	✓	
IT Skills		
Ability to use basic ICT and technology		✓
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	



The Grove 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 – The Grove School

Salary: Scale 1 Point 3 £24012 Actual pro rata salary £11,823.86

Location: Haringey

Hours: Monday-Friday

(Flexible as the service demands dictate with a 'normal' day being either 10.00am-2.00pm, 10.30am to 2.30pm, 11.00am-3.00pm – 39 weeks per year. There is also an expectation that shifts should be altered to oversee service in the evenings for occasional school events.)

Responsible to: Catering Manager & Chef

Contract term: Permanent. 20 hours a week for 40 weeks per year

Closing date: Monday 24th July 2023 at 9 am

Interview Date: To be held in the same week

The Grove 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 Grove School is a special school for young people with autism. We are a thriving school with a dedicated staff team who work hard to ensure our pupils are supported to achieve their full potential. Community values and partnership are at the heart of what we do and we are all immensely proud to be part of this successful school.

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.



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

Completed application forms must be submitted via [TES](#) by 10 a.m. on Monday 24th July 2023. Interviews to be held week in the same week.

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.