



Pathfinder

Multi Academy Trust

A Partnership of Church and Community Schools

Assistant Cook

Badger Hill Primary School

Closing date: 11 December 2017

Interview date: TBC

Badger Hill Primary School is seeking to recruit an Assistant Cook to join the small team of kitchen staff at Badger Hill Primary School.

The core focus of this job is to assist the Cook at Badger Hill Primary School in delivering an efficient catering service, operating to the highest standards of food safety including the planning, preparing, cooking and serving of circa 150 appetising and nutritious meals per day.

Badger Hill Primary School is part of the Pathfinder Multi Academy Trust and so the post-holder may also be required, occasionally, to work at other schools within the Trust, e.g. Archbishop Holgate's School.

The post is permanent, subject to a successful six-month probationary period. Initially the hours of work will be 2.5 per day but this will increase to 3.5 hours per day in March 2018 and we need the post-holder to be willing and able to increase their hours at this time.

School

Badger Hill Primary School

Job Title

Assistant Cook

Reports to

Cook at Badger Hill Primary School and MAT Catering Manager

Grade

Grade 4 – Starting, pro rata, salary is £4,800 per year (rising to £6,720 in March 2018)

Additional Information

12.5 Hours per week, Term Time Only (rising to 17.5 hours per week on 5th March 2018).

The initial pattern of hours will be 9.30 a.m. to 12.00 Mon to Fri. *From 5th March 2018 the hours will increase to 3.5 per day*



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Job Description

Main Purpose of Job

To assist the Cook to prepare and cook meals within a busy school kitchen and dining environment

Core Responsibilities, Tasks and Duties

- To assist the Cook in the planning menus that are healthy, nutritious and appetising so as to maximise the take-up of meals in school.
- To assist with ordering of food and checking goods on receipt from suppliers—ensuring their safe and proper storage and assist with the rotation of stock
- To work as part of the kitchen team in the preparation of food
- To prepare the dining room for service which will include putting in place dining tables and chairs
- To serve meals to pupils and staff; on occasion this may include use of biometric tills
- Washing up. Clearing and cleaning the kitchen, dining room and associated areas
- To work with the Cook in supervising and directing staff carrying out their duties
- To deputise for the Cook in their absence
- To engage with the pupils at service time to develop good dietary habits
- On occasions to work in other school kitchens that are part of the Pathfinder Multi Academy Trust — this is most likely to include work in Archbishop Holgate's School kitchen which is within walking distance of Badger Hill Primary School.

Supervision/Management of People

Supporting the Cook with the line management of other kitchen staff

Creativity and Innovation

The post holder is expected to adhere to agreed quality standards and policies, procedures and practices. In agreement with his/her line manager the post holder is expected to take personal responsibility for contributing to the: -

- improvement of existing services and quality standards
- development of new services and quality standards
- improvement of existing policies, procedures and practices

The post holder is expected to use initiative to resolve any issues that arise on a day-to-day basis but may ask an appropriate colleague for support or advice if necessary.

The post holder is expected to think creatively to develop new menu suggestions and implement accordingly.

Contacts and Relationships

- Good oral communications with the Cook, MAT Catering Manager and other staff to enable effective team work.
- Ability to build and maintain relationships with a range of people including pupils, staff and suppliers
- Expected to apply good customer service principles and use initiative to resolve issues.



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Decisions – Discretion and consequences

- Recognises when it is necessary to make adjustments to planned menus to ensure meals are provided to correct standards, ensuring that the seasonality of items is taken into account.
- Awareness of need to make menu alterations to comply with allergies / dietary needs and cultural/ethnic needs
- Requirement to carry out all work in accordance with the policies and procedures included in:
 - * The Food Safety Management Scheme
 - * The Kitchen Manual
 - * The COSHH Manual
 - * The Risk Assessment manual
 - * Skills Management

Resources

- The efficient use of services including gas, electricity and water

Work Environment

Work demands

- To be able to work in a large kitchen with industrial equipment
- To provide food to students and staff and to monitor waste to gauge portion sizes, likes and dislikes
- Must be willing to work as part of a team and in doing so attend staff meetings
- *This role requires the post holder to be mobile to work between different school sites.*

Physical demands

- To work safely in an industrial kitchen maintaining health, safety and hygiene regulations at all times
- Moderate physical effort which will involve walking, standing, bending, some lifting and operation of kitchen appliances

Work Conditions

- Work is carried out predominantly indoors. There will be some exposure to heat and unpleasant conditions.

Work Context

- To be aware of the risk assessments and proper procedures for the use of burners, sharp knives and blades, heavy / hot equipment and food and the use of electrical equipment

Person Specification (Including Knowledge, skills and qualifications)

- Has a Basic Food Hygiene Certificate
- A good general standard of education to Level 2 including literacy, numeracy and ICT
- Ability to assist with the planning, preparation and delivery of meals which meet nutritional standards and which take into account and provide safely for allergies/cultural/ethnic/dietary needs
- Ability to cook at a high standard for large groups with varying dietary needs
- Food preparation skills and an up to date understanding of the principles of food hygiene
- Experience of work within the catering industry
- Flexible and willing to work between more than one school kitchen when required
- Ability to adhere to agreed service standards, policies procedures and practices.

Position of Job in Organisation Structure

This post is part of a small team of 3 people including the Cook, this post and then a General Kitchen Assistant



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Pathfinder Multi Academy Trust

Formed in August 2016 Pathfinder Multi Academy Trust is an inclusive partnership of like-minded Church and Community Schools, underpinned by a shared vision, common values and a commitment to providing outstanding education to all the young people we serve.

Working collaboratively as a family of schools to celebrate and nurture both the similarities and distinctiveness of each school's individual ethos and values.

Ensuring that all young people and their families are known, valued and cared for as individuals.

Celebrating the uniqueness of all pupils, and through outstanding pastoral care, academic challenge and inspirational teaching supporting each child to flourish, succeed and make a positive contribution to the communities they serve.

Developing outstanding leadership at all levels that delivers maximum achievement whilst supporting and developing the vision and values that underpin all we do.

Generating positive and challenging learning environments which allow staff to grow and flourish through excellent professional development.

Providing and nurturing the ethos in which children learn by example and grow spiritually, morally and socially to understand the uniqueness and diversity of communities, faiths and cultures – locally, nationally and internationally.

Partnering with other schools, educational institutions and the Church of England to ensure we provide an outstanding education from pre-school to post 16.

Partner schools in Pathfinder



Archbishop Holgate's School

A Church of England Academy



Badger Hill

PRIMARY SCHOOL



Clifton with Rawcliffe
Primary School



HEMLAND
PRIMARY
SCHOOL



Heworth

Church of England Primary School



New Earswick



St Lawrence's Church of England
Voluntary Aided Primary School



Tang Hall
Primary School



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Benefits of working at Pathfinder

Employee Assistance Programme



Making sure everyone in Pathfinder Multi Academy Trust team gets the support they need whatever their

worries, at home or at work. The 24/7 confidential Employee Assistance Programme offers specialist counselling and information meaning everyone has support at any time.

What does it provide?

The Employee Assistance Programme is available 24 hour a day, 365 days a year, is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. It provides:

- **Emotional support and counselling**
- **Specialist information on work-life balance**
- **Financial and legal information**
- **Management consultation to support those responsible for managing others**
- **Up to six sessions of face-to-face or telephone counselling**
- **Access to online Cognitive Behavioural Therapy (CBT)**
- **Information on local services such as elder care and childcare**

The Education Support Partnership experts assess each call individually and decide what the best course of action for each caller is, whether that be counselling, online CBT or signposting to additional services.

Education Support Partnership Grants

A confidential grants service to help you manage your financial and money worries to get you back on track when you are struggling. If you are working in or retired from the education sector and are suffering financial problems caused by unemployment, ill health, sudden life events, bereavement or a personal injury the Education Support Partnership may be able to help you.

How?

They provide assistance with:

- **Short-term financial emergencies.**
- **Essential, but unaffordable items or costs, which contribute to improving your health and wellbeing.**
- **Helping you to stay in or get back to work by helping with all sorts of costs.**

The fund assists with a wide range of needs, some of which are listed here.

- **Mortgage Arrears.**
- **Rental Arrears.**
- **Council Tax Arrears.**
- **White Goods e.g. fridge, washing machines etc.**
- **Car costs e.g. Car Tax and travel costs e.g. public transport costs.**
- **Bankruptcy and Debt Relief Orders (DRO) – you will need to provide confirmation that you have discussed your circumstances with a money advisor.**
- **Building repairs - the fund is only able to assist home owners.**

For items not listed please do get in touch.

They also link and work with charities, unions and other funds to give grants for more expensive items, as well as with organisations who can help you improve your long-term financial health overall by:

- **Helping you budget effectively.**
- **Making agreements with your creditors to reduce monthly debt commitment.**
- **Providing information regarding your possible benefit entitlement.**



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Benefits of working at Pathfinder

Application Process

- 1 Submit application and supporting documents using our online application form
- ↓
- 2 Application will be reviewed within 2-3 weeks
- ↓
- 3 We will come back to you with any questions
- ↓
- 4 You will be notified of the decision by email within 4 weeks
- ↓
- 5 Grant money will usually be payable to third parties such as your landlord or local authority within a week of the decision

Before completing the application form, some things to remember:

- 1 Please read the on-line guidelines before you apply! It will save you time and may help your application be processed faster
- 2 You will be able to create a login on the first page
- 3 A key element of the application process is that we need supporting documents, in order to assess your application. The types of documents you will need are listed below, it is therefore a good idea to get these ready before completing the application form.

Bank Statements for all accounts held by you and your partner (if applicable). The statements must cover a period of two calendar months and must not be older than three months.

Confirmation of your income e.g. letters from the pension service or DWP stating your entitlement to state benefits or payslips covering a two month period for you and your partner (if applicable).

Documents in support of your application e.g. if you are requesting assistance with rental arrears please provide your most recent rental statement. Please enclose supporting documents for each grant request you are making.

Who do they help?

They may be able to help you if you are: ***Working in or retired from the education sector in a school, further education college or university.***

Please call 020 7697 2772 or email:
grantscaseworker@edsupport.org.uk
www.educationsupportpartnership.org.uk/helping-you/apply-grant



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Pension Scheme

As an employee of Pathfinder MAT you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earnings level) Pathfinder MAT also pays into the scheme on your behalf at the following rates (regardless of earnings):

Teachers' Pension Scheme

Pathfinder MAT contributes an additional 16.48% of your salary.

Support Staff Pension Scheme

LGPS – Pathfinder MAT contributes an additional 19.9% of your salary.

For more information please visit

www.teacherspensions.co.uk

www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Pathfinder MAT pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration).

The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be.

For more information visit www.cyclescheme.co.uk

Childcare Vouchers

Pathfinder MAT use Fideliti as the childcare voucher provider. Once you have registered with them they will send invoices to the MAT on a monthly basis for the value of the vouchers you want. The MAT will then deduct the same value from your gross pay each month so that your taxable pay is lower than it otherwise would be. Fideliti deal with all of the administration of childcare vouchers with you and your childcare provider directly.

For more information about the scheme please visit www.fideliti.co.uk/default.aspx