



**Assistant Cook**

 **Application Pack**

Contents

[**Letter from Catherine Paine, Chief Executive Officer** 3](#_Toc169103505)

[The role 6](#_Toc169103506)

[The application 8](#_Toc169103507)

[The application process and timetable 8](#_Toc169103508)

[Safeguarding, Safer Recruitment and Data Protection 9](#_Toc169103509)

[Job Description 10](#_Toc169103510)

[Person Specification – Assistant Cook 12](#_Toc169103511)

**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Assistant Cook at The Limes Academy Lime Avenue, Oulton Broad, Lowestoft, NR32 3BQ**

We are looking for a highly skilled, dedicated and enthusiastic **Assistant Cook** to join our friendly staff team. You need to be passionate about providing a high quality catering provision, ensuring that we provide children with a safe and enjoyable lunchtime period.

**Key duties and responsibilities:**

* To provide assistance with preparation, cooking and service of food to the required standard.
* To follow menu plans agreed with the Catering Manager for lunch service on the section you are responsible for
* To deputise for the Catering Manager as required.
* To take responsibility for the supervision of other kitchen staff during lunch service.
* To follow the menu and recipes agreed
* To occasionally assist with special functions which may be outside of normal working hours.
* To carry out cleaning duties within the kitchen and dining areas as required.
* To follow sound hygiene practices.
* To ensure that health and safety regulations are adhered to in working practices.
* To assist with the issue and recording of catering supplies as required.
* To assist with the operation of control procedures as required.
* To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.

**In return we can offer:**

* A commitment to you and your professional development
* Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
* A growing learning community
* Encouragement to develop new ideas and the opportunity to make a real difference

If you feel you have all the necessary attributes, are highly motivated, committed to making a positive difference to children’s lives and want to be part of creating a legacy for the future - apply now!

**Background Information about the School**

The Limes is a brand new, contemporary primary academy, with an initial capacity of 420 children to serve local area. In addition to the main primary provision, we are also excited to offer a 52-place pre-school. At The Limes, we provide an inspiring, innovative, and immersive curriculum designed to promote a life-long love of learning which is brought to life through the use of the latest technology, including promethean boards with screen mirroring technology and visualisers in every classroom, virtual reality headsets, padcaster filming equipment and greenscreen technology, class sets of iPads and laptops and a film studio.

The Limes is part of [REAch2 Academy Trust](https://www.reach2.org/)- **the largest primary only academy chain in the UK**. Surrounded by 5 other REAch2 school within a 9-mile radius, you will be working with other amazing practitioners who share our vision of **always aiming higher.**

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [The Limes Primary Academy](https://thelimesacademy.org/)

# The application

You are invited to submit an application form to Marie Rowan, **recruitment@reach2.org**.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact 01502 449 200.

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Midday, Monday 08 July 2024 |
| **School visits:**  | Contact office@limesacademy or 01502 449200 to arrange |
| **Interviews:**  | TBC  |
| **Contract details:** | Part-time, permanent, 20 hours per week, Term Time Only – 38 weeks per year |
| **Salary:**  | NJC Point 4-6, £23,114 - £23,893 FTE |
| **Start date:** | September 2024 |

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

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:** Assistant Cook

**Salary:** NJC Scale Point 4 - 6

**Responsible to:** Catering Manager

**Responible for:** All duties as directed by the catering manager

**Liaison with:**  Other catering staff, school staff & suppliers.

**Job Purpose:** To assist with the provision of a high quality catering provision

**Core Purpose**

* To provide assistance with preparation, cooking and service of food to the required standard.
* To follow menu plans agreed with the Catering Manager for lunch service on the section you are responsible for
* To deputise for the Catering Manager as required.
* To take responsibility for the supervision of other kitchen staff during lunch service.
* To follow the menu and recipes agreed
* To occasionally assist with special functions which may be outside of normal working hours.
* To carry out cleaning duties within the kitchen and dining areas as required.
* To follow sound hygiene practices.
* To ensure that health and safety regulations are adhered to in working practices.
* To assist with the issue and recording of catering supplies as required.
* To assist with the operation of control procedures as required.
* To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.

**General**

* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
* To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**Additional Information**

The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment.

REAch2 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an Enhanced DBS with a Children’s Barred List Check and two satisfactory references.

# Person Specification – Assistant Cook

|  |  |  |
| --- | --- | --- |
| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Experience of assisting with preparation, cooking and service of food and beveragesExperience of deputising for the CookExperience of supervision of kitchen staffEducated to NVQ level 2Completion of DCSF Induction programme |
| Knowledge of relevant policies and procedures | General understanding of the operation of a schoolAbility to maintain a high standard of personal and general cleanliness and hygiene Ensure that Health and Safety regulations are observed in working practices |
| Literacy | Working knowledge and ability to follow menu plans and recipes agreed |
| Numeracy | Ability to count and undertake calculations |
| Technology | Ability to use kitchen and cleaning equipment and supervise others when required |
| **Communication** | Written | Experience of recording catering supplies and complete forms as required |
| Verbal | Ability to exchange verbal information clearly with children and adults |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with colleagues |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy  |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Understanding of the learning experience provided by the school |
| Child Development | Basic understanding of the way in which children develop |
| Health & Well being | Understand the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Understand the role of others working in the school  |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with others in the school |
| Information | Ability to provide timely and accurate information, as required |
| **Responsibilities**  | Organisational skills | Good organisational skills |
| Line Management | To undertake supervision of other kitchen staff during mealtimes  |
| Time Management | Ability to manage own time effectively |
| Creativity | Ability to follow instructions |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |
| Right to work in the UK |  |
| Enhanced DBS Check |  |

#