

# John Flamsteed Community School

## Position: Catering Assistant

Contents of application pack:

- Job Summary
- Applicant letter from Executive Head Teacher
- Job Description
- Person Specification

Job Summary	
<b>Location:</b>	John Flamsteed Community School, Derby Road, Denby, Ripley Derbyshire. DE5 8NP
<b>Salary:</b>	NJC Scale 1 Point 2 -3 (12.26 - £12.45 per hour) Pay Scale Range £23,656 – £24,027 pro rata
<b>Contract</b>	Part Time – 15 hours  To cover maternity leave until Feb 26  39 weeks (term time only)  Hours: 10.30am - 1.30pm (Monday – Friday)
<b>Responsible to</b>	Business Operations Manager
<b>Start Date</b>	To be confirmed
<b>Benefits</b>	Schools Advisory Service (support provided for health and wellbeing), Nottinghamshire Pension Service, CPD
<b>Disclosure level</b>	Enhanced

# Letter of Application

Dear Applicant

We currently have a vacancy for a catering assistant post as detailed above. This post may include some cleaning in the holidays (specific dates agreed in advance).

You will be working under the direction of the Catering Manager undertaking the duties as outlined in our job description to the agreed quality standards. The successful candidate will be part of the school team and must relate well to both students and adults.

John Flamsteed School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and therefore this post is subject to an Enhanced Disclosure and Barring check. For safeguarding reasons applications will only be accepted on an official application, **CV's are not acceptable for this post.**

We welcome applications from all who feel they have the qualities to contribute to this School regardless of age, gender, ethnicity or religion

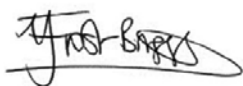
If you would like further details, please email [reevel@jfcs.org.uk](mailto:reevel@jfcs.org.uk) or telephone Mrs L Reeve on 01332 880260 Extn 2313

**Closing date for applications: noon on Sunday 11 May 2025**

**Interview date: Week commencing Monday 12 May 2025**

*Safeguarding Children and Safer Recruitment John Flamsteed Community School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an Enhanced Disclosure check. We welcome applications from all who feel they have the qualities to contribute to this Academy regardless of age, gender, ethnicity or religion. All applicants must have the right to work in the UK.*

Yours sincerely



Mrs H Frost-Briggs  
Executive Headteacher

# Job Description /Person Specification

**Job Purpose:** Under the direction and instruction of senior staff, to undertake the cleaning of designated areas within the School premises to ensure that they are kept in a clean and hygienic condition, to the agreed quality standards.

## **Specific Responsibilities:**

To carry out duties at John Flamsteed School. The tasks may include:

- To assist the Catering Manager with the preparation and cooking of the school meals as required.
- To assist in the general duties involved in the production and service of the school meal.
- Service of meal.
- Washing up of kitchen equipment and washing of kitchen cloths.
- To maintain a good standard of hygiene throughout the kitchen.
- To assist with any extra catering/hospitality required by the school other than the school meal.

## **Generic Responsibilities**

- Contribute to and support the school ethos and represent the school in a welcoming and professional manner at all times.
- To comply with the requirements of Safeguarding, Data Protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislations and school policy.
- To be responsible for your own professional development and attend training where required.
- Undertaking any other duties which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good level of General Education</li> <li>• Basic Food Hygiene certificate</li> </ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Good personal organisational skills</li> <li>• Good communication skills</li> <li>• Ability to work under pressure</li> <li>• Ability to work as part of a team</li> <li>• Good cookery and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a busy school kitchen environment</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Safe working practices, including safe use of catering equipment</li> <li>• All round catering knowledge</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Able to form and maintain appropriate relationships with staff and students</li> <li>• Versatility</li> <li>• Flexibility</li> <li>• Enthusiastic and self-motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Empathy with students and their varied needs</li> </ul>