



# Dallam School

Work with us

## General Kitchen Assistant

Required November 2024

**NJC Salary Scale 1 point 2 £23,656 per annum, full time equivalent (actual salary £7,664.66)**

**Part-time, Permanent**

**14 hours per week, term time plus 1 week, Mon/Tues from 3.00pm to 6.30pm & Sat from 10.00am to 5.30pm, including ½ hour break)**

Courage | Respect | Compassion | Endeavour | Integrity

# Welcome to Dallam



Steven Henneberry  
Headteacher

We're a vibrant and friendly comprehensive school where our children can continue studying into Sixth Form or study away from home, staying in our State Boarding House.

Dallam School offers day and boarding students a place to achieve academically, enjoy a wide range of creative and outdoor opportunities, and develop into a responsible and caring individual.

That inclusive ethos carries across to our team. We recruit from all walks of life and provide a friendly and supportive environment where the wellbeing of our staff is prioritised.

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. It's a positive work environment where we grow our own talent and build career ladders.

Most importantly, we support staff to see clearly the contribution they make to our school community and the children who thrive here.

*"Staff, including those in the early stages of their careers, feel well supported by leaders."  
Ofsted, 2023.*



# Our school

📌 **Location:** Cumbria, United Kingdom

📌 **Type:** Mainstream School

📌 **Phase:** Secondary

📌 **Funding status:** State - Academy

📌 **Gender:** Mixed

📌 **Age range:** 11 - 19 years

## About Dallam School

Dallam has a long and successful history with a heritage and traditions stretching back to 1613. The school is grounded in traditional values but we're also forward-thinking and innovative and today, it is a popular mixed comprehensive with students often studying with us from Year 7 to Year 13. Students from our South Cumbria catchment join those travelling in daily from North Lancashire. While our international boarders bring diversity and richness.

We formed the South Westmorland Multi Academy Trust in 2016 and remain a single academy, maintaining close links with local secondary schools and Kendal College.

We have a supportive and inclusive culture in and around school where community is at the heart of all that we do. This includes the working relationship between teachers and students, the trusting relationships with form tutors and the pastoral team, and the honest relationships our staff develop with parents and carers.

Expert staff, specialising in their subjects up to A-level, teach throughout the school. We offer extra-curricular opportunities from music and drama to a full sporting programme that makes use of our excellent indoor and outdoor facilities.

All of this makes Dallam an excellent place to work.



# Our values

## Learning for all, learning for life

We're a supportive, caring community working hard to meet all student needs. Everyone's wellbeing and welfare is a top priority. We offer a wide range of enrichment activities beyond the curriculum.

### **Our vision:**

At Dallam School, we believe that education empowers students with the knowledge, skills and values they need to build a better future for themselves, their families and their community. At our school, every student develops the confidence and courage to be themselves and has access to opportunities that unlock future success. The inclusive and innovative ethos of Dallam School creates an inspiring environment in which every student can shine in their own way.

### **Our values:**

- Courage (be brave)
- Respect (others, self and environment)
- Compassion (be kind)
- Endeavour (strive for excellence)
- Integrity (be honest)



# What we offer

## Dallam School lives and breathes its People Vision



A learning organisation in which our people...

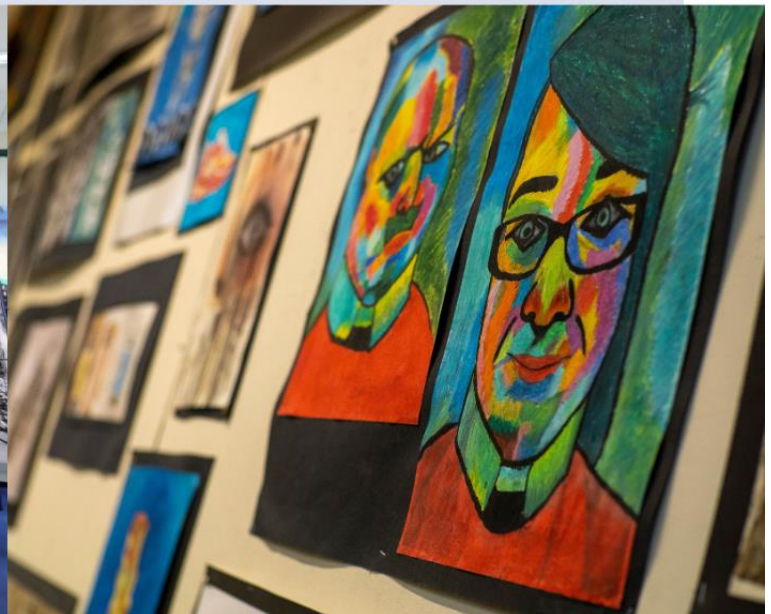
- receive care and support in a welcoming, collaborative community;
- feel a sense of agency and control;
- are committed to their work and our school and are recognised for this;
- engage in evidence-based and research led practice;
- experience a level of challenge in their work which is both stretching and rewarding, and;
- have access to high quality and bespoke professional development and career progression.



Ours is a positive work environment where regular recognition of achievements helps to create a sense of purpose and satisfaction in our people, leading to increased engagement, motivation and improved outcomes for our children.



It is important to us that everyone is able to play a part in shaping the direction of Dallam School and that all staff are supported at every stage along this journey.



# Professional development

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. We strive to create a working environment that impacts positively on staff development; a culture of mutual trust, respect, openness and commitment to student achievement.

You can expect us to:

- Ensure access to high quality and bespoke professional development and the opportunity to progress your career at Dallam School
- Provide opportunities for staff to take on leadership roles, and, participate in project-based, collaborative thinking and learning
- Enable teachers to collaborate to refine their teaching practices and work together to solve problems in school. This includes working with partner schools to improve individual practices and school wide policies and protocols
- Secure a continuous appraisal process with meaningful feedback which enables staff development. Regular professional development conversations allow staff to excel in their roles, provide feedback on what support and progression they want, stay current with best practices, and continuously improve their craft



Working in a great location



# Working in a great location

## Our setting

Dallam School is set in the beautiful English countryside in the north of England, with busy village life in Milnthorpe on our doorstep. Milnthorpe is home with lots of shops, cafés, takeaways, and friendly local people. It's a good contrast to the quieter and older village of Heversham where you'll find our Boarding house.

## Well connected

Dallam is brilliantly located to connect out to the rest of the country. By road you are soon on the M6 motorway, with the Scottish and Yorkshire borders close by. Trains from Oxenholme Lake District, Carnforth and Arnside get students to UK cities like London, Edinburgh and Glasgow in under 3 hours. The nearest international airports are Manchester and Liverpool, followed by Glasgow. There are ferry links at Heysham for the Isle Of Man too.

## The Lake District

Over 18 million people visit the Lake District each year; it is a pretty special place. Some of the mountains that make up this UNESCO World Heritage site can be seen from the boarding house. Just 20 minutes by car, it's a place that's as important to humanity as the likes of the Taj Mahal and the Grand Canyon. Our team take lots of opportunities to explore this extraordinary landscape and all that it offers - from active adventure to artistic inspiration.





# Job description – General Kitchen Assistant

- Salary:** NJC Salary Scale 1 fixed point 2 £20,441 pro rata
- Hours:** 14 hours per week (Mon/Tues from 3.30pm to 6.30pm & Sat from 10.00am to 5.30pm, including ½ hour break) - term time plus 1 week
- Location:** Dallam School, Heversham, LA7 7EH - the role may require travel between the trust school sites
- The job description may include all such other duties as the Headteacher and Governors may reasonably expect from time to time.

## Relationships

1. The post-holder reports to the Assistant Catering Manager and Cook in Charge.

## Purposes of the Post

1. To assist in the day to day running of the kitchen, compliance with the food safety policy and a varied and accessible food choice, including provision for those with special requirements
2. To cook for students at the boarding house
3. To assist in maintaining a consistently high level of health and safety
4. To assist in maintaining a consistently high level of cleanliness
5. To assist in maintaining good order both within the kitchen areas and dining areas at all times

## Essential personal qualities and skills

- Skilled cooking with a full range of meals
- Consistently high level of health and safety
- Consistently high level of cleanliness

Main Responsibilities	Expected Standards
<ul style="list-style-type: none"> <li>• Skilled cooking activities connected with the full range of meals, for preparation of menus, portion control and the provision of special dietary and cultural meals where appropriate</li> <li>• Record keeping and stock control</li> <li>• Organisation of and control of:               <ul style="list-style-type: none"> <li>- The serving of food.</li> <li>- Hygiene, health and safety in the kitchen/dining area</li> <li>- Washing up</li> <li>- Setting out and clearing away equipment, tables and chairs</li> <li>- Cleaning kitchen and dining area together with surrounds and equipment</li> <li>- Service points included transported meals, where applicable</li> </ul> </li> <li>• Manage the special dietary needs of boarding students such as gluten free, lactose intolerant, vegan, wheat free and other food-based allergies</li> <li>• Develop and maintain good relationships with suppliers</li> <li>• Assist with the timely counting and submissions of monthly stock take</li> <li>• Ensure compliance with all appropriate legislation, including food handling, storage of food and physical premises</li> <li>• Any other business as directed by persons/in charge as might reasonably be expected</li> </ul>	<ul style="list-style-type: none"> <li>• To cook to a high standard with a variety of meals</li> <li>• Keep records accurate</li> <li>• Maintain high levels of health and safety</li> <li>• Maintain high levels of cleanliness</li> <li>• Ensure best value for money</li> <li>• Manage dietary requirements of students accurately</li> </ul>

## CONTINUED – General Kitchen Assistant

<b>General</b>	
<p><b>Self-Development</b></p> <ul style="list-style-type: none"> <li>To continually seek development opportunities in order to improve personal performance</li> </ul>	<ul style="list-style-type: none"> <li>CPD coordinator is advised of training needs</li> <li>Development opportunities are sought and acted upon</li> </ul>
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>To maintain a regular first aid qualification</li> <li>To be available as required to provide first aid for students or staff as part of a team of first aiders</li> </ul>	<ul style="list-style-type: none"> <li>First aid is prompt, sympathetic and effective</li> </ul>
<p><b>Dress and Appearance</b></p> <ul style="list-style-type: none"> <li>To maintain the highest standards of smart business dress</li> <li>To sustain a pleasant and co-operative demeanor at all times</li> </ul>	<ul style="list-style-type: none"> <li>A positive image is portrayed at all times</li> </ul>
<p><b>Attitude</b></p> <ul style="list-style-type: none"> <li>To act as a professional and positive ambassador for Dallam in order to support the school's mission and profile</li> </ul>	<ul style="list-style-type: none"> <li>Positive / constructive feedback from parents / students / visitors / colleagues / supporters.</li> <li>High level of self-motivation and encouragement of others</li> </ul>
<p><b>Policy Promotion</b></p> <ul style="list-style-type: none"> <li>To actively promote the school's Equal Opportunities, Health &amp; Safety, Data Protection policies to ensure that the college operates effectively and fairly in line with legislative requirements</li> </ul>	<ul style="list-style-type: none"> <li>Low level of complaints received</li> <li>Positive working culture is demonstrated</li> <li>Positive feedback from performance management</li> <li>Positive feedback from H &amp; S audits</li> </ul>
<p><b>Child Protection</b></p> <ul style="list-style-type: none"> <li>To adhere to the school's Child Protection and safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>Procedures followed</li> <li>Low level of complaints due to breach of procedures</li> </ul>
<p><b>Confidentiality</b></p> <ul style="list-style-type: none"> <li>To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people</li> </ul>	<ul style="list-style-type: none"> <li>Low level of complaints due to breach of confidentiality</li> <li>Demonstration of actions to protect confidentiality</li> </ul>
<p><b>Flexibility</b></p> <ul style="list-style-type: none"> <li>To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to experiment with new methods and approaches / initiative taken</li> <li>Enthusiasm towards changing circumstances</li> </ul>



# Person specification – General Kitchen Assistant

The criteria below are adapted from the National Standards for teachers. While the list below is exacting, it is understood that different qualities will be exhibited to different degrees. **Assessment will be based upon performance at interview, the letter of application and references. Do not include a CV**

Criteria	Essential	Desirable
English and Maths GCSE or equivalent		√
Ability to communicate clearly and follow instructions	√	
Clean and tidy appearance	√	
A willingness to attend all necessary training for the post and maintain a high level of up to date knowledge	√	
The ability to be self-motivated, confident, energetic and creative	√	
<b>Relevant Experience</b>		
Previous experience in a similar post		√
<b>Knowledge and Skills</b>		
Ability to prioritise work	√	
Ability to manage time effectively	√	
Initiative and ability to work without supervision	√	
Work as part of a team	√	
Flexibility to changing demands of the post	√	
Take pride in a on well done	√	
Trustworthy and reliable	√	
<b>Personal Qualities</b>		
Stamina	√	
Excellent interpersonal skills	√	
The ability to ensure a sensible work life balance	√	
<b>Safeguarding</b>		
All the requirements of Dallam's safer recruitment policy	√	

# How to apply

We strongly encourage you to visit the school before you apply for the post. If you would like to discuss the position with the Headteacher, Mr Steven Henneberry, please contact him by email: [s.henneberry@dallamschool.co.uk](mailto:s.henneberry@dallamschool.co.uk)

If you decide to apply for the post, please note the following important information:

Please read the Guidance Notes carefully before completing the Application Form and ensure that you fill in all sections. Please contact the school if you require the application form in an alternative format.

Along with the Application Form, please write a covering letter of no more than two sides. Please include the following;

- A statement about why you are applying for this particular post
- An outline of relative experience
- How your personal and professional qualities make you suitable for the role

**Closing date: Friday 18<sup>th</sup> October 2024 at 12pm**

We will contact all applicants selected for the interview process by telephone initially. This will be followed up by a formal invitation and further information about the process the following day. We will contact all applicants, even if where the application was unsuccessful.

**The interview process: week commencing 21st October 2024**

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with the recruitment process. Once this process is complete, the data relating to unsuccessful candidates will be stored for a maximum of 6 months and then destroyed. If you are successful, your application form will be retained and form the basis of your personnel record. We will also undertake online searches in accordance with our responsibilities under keeping children safe in education. An enhanced check with the disclosure and barring service will be undertaken for this post.

If you require further information or wish to discuss any issues, please do feel free to get in touch with Sharne Morgan, Finance and HR Officer, as a first contact –

015395 65168, [s.morgan@dallamschool.co.uk](mailto:s.morgan@dallamschool.co.uk)

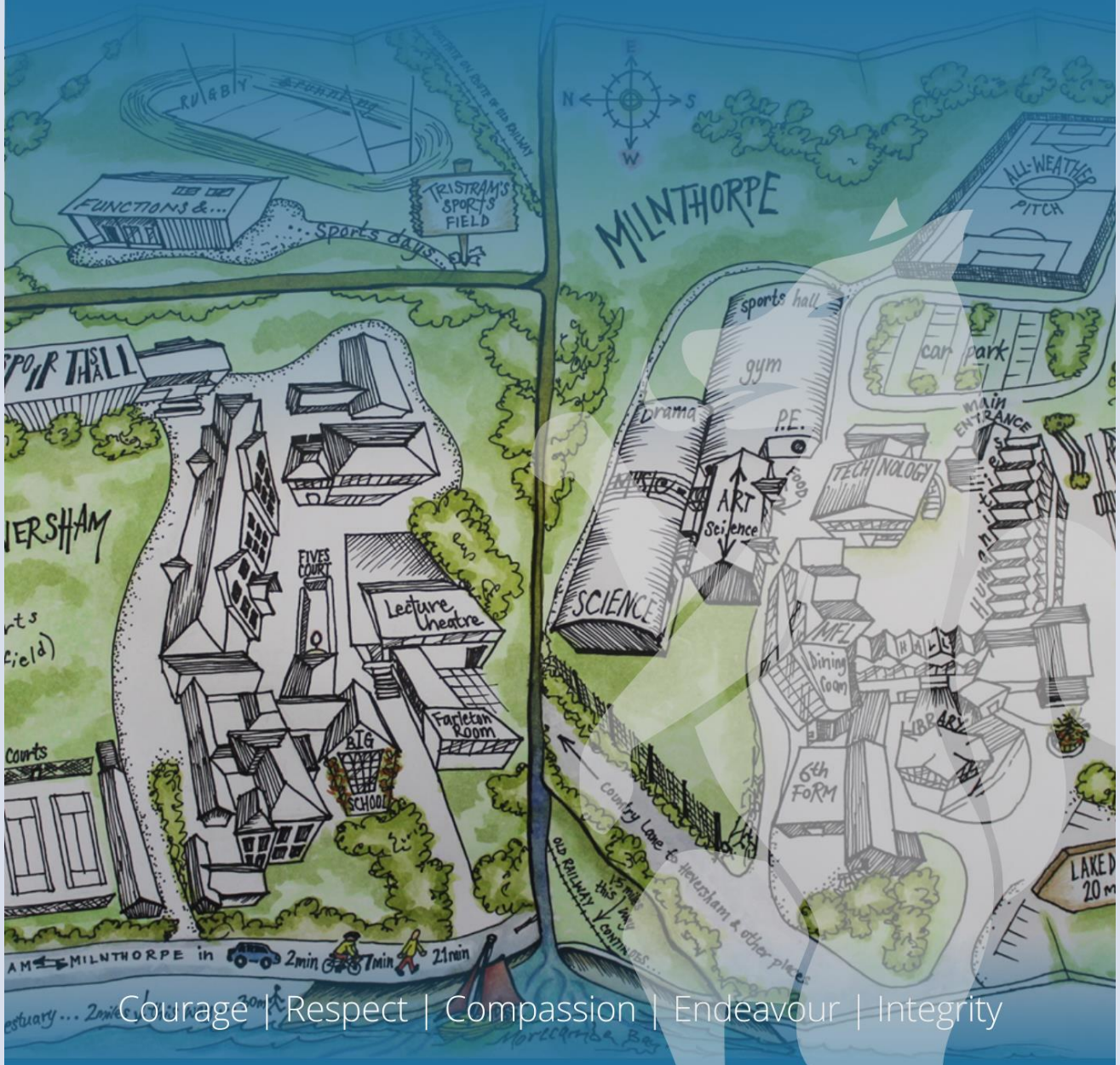
For further information, please visit:

[www.dallamschool.co.uk](http://www.dallamschool.co.uk)

[www.southlakesfederation.co.uk](http://www.southlakesfederation.co.uk)



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