

# RECRUITMENT PACK IVANHOE SCHOOL

## Head Cook



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## Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

### **Vision**

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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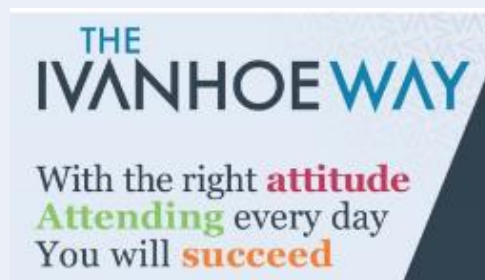
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

## Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford  
Headteacher



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## Head Cook

**Grade 6, Points 9 - 10 (£23,898 - £24,300) FTE**

**Actual Salary £19,762.63 - £20,095.06**

**39 weeks per annum, 35.75 hours per week**

We are looking for a reliable, efficient, and organised Head Cook to support the provision of a high-quality food and beverage service across the Life Multi Academy Trust.

The position is based at Ivanhoe School but a flexible approach to working, an ability and willingness to travel to various locations is required

If this role sound like the ideal next step in your career, I hope you will feel encouraged to apply. Please email [pnewman@lifemultiacademytrust.org.uk](mailto:pnewman@lifemultiacademytrust.org.uk) if you require any further information about the school or the role, or if you would like an application pack posting to you.

Closing date for applications is 12.00pm, 4<sup>th</sup> July 2024

### **Application Process**

Please visit our website: [www.ivanhoe.co.uk/vacancies](http://www.ivanhoe.co.uk/vacancies) and download the application form.

Accompanying your application form, please send a letter (maximum 2 sides A4) which specifically addresses the requirements of this post. Please send all completed applications to [vacancies@ivanhoe.co.uk](mailto:vacancies@ivanhoe.co.uk). Please do not send a separate CV.

### ***Safeguarding***

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.*

*We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment. Appointment to this post will be subject to satisfactory pre-employment checks.*

### ***Equal Opportunities***

*Ivanhoe is committed to equal opportunities in our recruitment and selection procedures. We welcome applications from all who meet the essential requirements within the person specification.*



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## Job Description

Position:	Head Cook
Grade:	6, Points 9-10
Responsible to:	Trust Catering Operations Manager
Salary Range:	£23,898 - £24,300 (FTE) £19,762.63 - £20,095.06 (Actual)
Hours:	39 weeks per annum (term time) 35.75 hours per week
Job Purpose:	To support the provision of a high-quality food and beverage service across the Trust and work under the direction of the Catering operations Manager and Assistant Catering Operations Manager.
Perm/Temp:	Permanent

## Main Duties & Responsibilities

- To provide assistance with the preparation, cooking and service of food and beverages to a high standard;
- To follow menu plans agreed with the Catering Operations Manager;
- To assist the Catering Operations Manager with the preparation of menu plans;
- Actively promote the catering services by providing healthy, tasty and nutritious meals;
- To take responsibility for the day to day supervision of kitchen staff;
- To undertake cash handling duties in relation to sales and banking procedures and cashless catering;
- To assist the Catering Operations Manager with staff Performance Management process;
- To ensure staff absences are reported to the Catering Operations Manager;
- To liaise with the Catering Operations Manager regarding staff cover;
- 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 observed in working practices;
- To assist with the issue and recording of catering supplies as required including regular stock checks to avoid wastage;
- To assist with the operation of control procedures as required;
- To attend, with the Catering Operations Manager, regular team meetings;
- To inform the Catering Operations Manager of any defects in heavy equipment or of any premises not meeting Health and Safety and/or Food Hygiene Regulation Standards;
- To attend other sites within the Trust for cover purposes;
- To undertake any other duties (within the scope and grade of the post) as required for effective operation of the service

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## Person Specification

Person Specification	Essential	Desirable
<b>Training and Education</b> Numeracy and literacy sufficient to carry out the job tasks. Willingness to undertake training as required. Basic Food Hygiene Certificate.	✓ ✓	✓
<b>Skills/Attributes</b> Must be able to communicate clearly with staff, students and visitors. An understanding of the importance of health and hygiene. Basic Knowledge of food preparation. School meals or other industrial catering experience. Understanding of Hygiene/Health and Safety. Ability to work well in a team.	✓ ✓ ✓ ✓ ✓ ✓	
<b>Other</b> Attendance - evidence of regular attendance at work. Basic understanding of food hygiene and Health and Safety regulations.	✓ ✓	
<b>Attributes</b> Good rapport with children and young people. Must be capable of remaining calm under pressure. Sensitivity to the needs of colleagues and customers.	✓ ✓ ✓	
<b>General Circumstances</b> A flexible approach to working, an ability and willingness to travel to various locations. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to work and day-to-day situations. Must satisfy relevant pre-employment checks. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure and Barring Service (DBS) check. <i>This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</i>	✓ ✓ ✓	
<b>Factors not already covered</b> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓	

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## **Safer Recruitment Applicant Information**

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

### **PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

### **Declaration of Previous Convictions**

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

### **Disclosure and Barring Service (DBS)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

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## **References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.**

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

## **Eligibility to Work in the UK**

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

## **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

## **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post