

# Kitchen Assistant

## Huntcliff School

### Candidate Information Pack

Closing Date: 27<sup>th</sup> January 2025



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# Welcome from the CEO

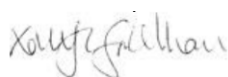
Dear Applicant,

I am immensely proud to be Chief Executive of Vision1590 Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Vision1590 Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Vision1590 schools are wonderful places to work.



Louise Spellman



# Welcome from the Headteacher

Dear Applicant,

Huntcliff School is a popular school sharing a site with Saltburn Primary School on a joint learning campus. We require a passionate, dynamic and committed Kitchen Assistant to join our dedicated catering team.

This is an exciting time to join our small school within a dynamic and supportive MAT as it works collaboratively alongside the primary and secondary schools within the Vision1590 Trust, striving to provide a world class education through seamless transition from Primary to Secondary and post-16 education.

Huntcliff School is a 'Good' school, and was recognised by Ofsted in June 2023 as having an ambitious curriculum for all, alongside excellent pastoral care. We share a site and some facilities with Saltburn Primary School, serving the community of Saltburn and the surrounding areas. We have established a culture of mutual respect within our inclusive learning environment, and we strive to inspire excellence; in terms of academic achievement, personal development, and the individual talents of every student. We deliver an ambitious curriculum and have high expectations for all, irrespective of their starting point.

Our school ethos centres around 'Be Ready, Be Respectful, Be Responsible - Inspiring Excellence' which is underpinned by our core values of respect, resilience, responsibility, honesty and kindness. We are looking for an inspirational team member who embraces our school values, is looking for a new challenge and wants to drive continued improvements in our school.

Kind regards



Lynsey Wilkinson  
Headteacher



# Kitchen Assistant

## **Kitchen Assistant**

### **Permanent**

**Actual Salary £10,519 (SCP 3)**

**18.75 hours a week, Term Time plus 5 days**

**To start at earliest opportunity**

Huntcliff School is a popular school sharing a site with Saltburn Primary School on a joint learning campus. We are seeking to appoint an enthusiastic well motivated person to join our existing catering team.

Your role will be to support the Catering Manager in delivering an effective catering service in a busy campus kitchen which services Saltburn Primary and Huntcliff school, operating to the highest standards of food safety. On a daily basis you will be serving meals to students and staff, setting out and clearing away dining furniture, washing up and cleaning the kitchen and dining room as well as basic food preparation.

We have:

- A positive and caring ethos and working atmosphere.
- Friendly children, eager to learn and achieve.
- A committed, enthusiastic and supportive staff team.
- Excellent support from the Governing Body, the staff and parents.
- Opportunities for career development.

We are part of a dynamic and supportive MAT, the Vision 1590 Trust, currently consists of 15 schools, 11 Primary Schools and 4 secondary schools.

For further information about the role or to download an application form, please visit <https://huntcliff.co.uk/> or <https://valt.org.uk/current-vacancies/>

Please send your completed application to: The HR Team at [vacancies@sparkeducation.org.uk](mailto:vacancies@sparkeducation.org.uk)

**Closing date: 27<sup>th</sup> January 2025**

**Interview date: 29<sup>th</sup> January 2025**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

# Job Description

<b>SCHOOL</b>	HUNTCLIFF
<b>POST TITLE</b>	KITCHEN ASSISTANT
<b>GRADE</b>	SCP 3
<b>HOURS</b>	18.75 HOURS PER WEEK (TTO +5 DAYS)
<b>REPORTS TO</b>	CATERING MANAGER
<b>MAIN PURPOSE</b>	To work under the direct instruction of the Catering Manager to prepare and serve food and ensure the campus kitchen and all associated areas are kept clean, hygienic and safe.

## SPECIFIC RESPONSIBILITIES

- Serving meals to students and staff.
- Operating and cleaning catering equipment
- Maintaining standards of cleanliness and hygiene in the kitchen and associated areas, including the dining halls.
- Preparing and clearing away dining areas and service areas.
- Basic Food Preparation
- Ensuring that only the correct cleaning materials are used
- To be aware of COSHH in relation to the above activities and the school's needs
- Follow personal cleanliness and hygiene guidelines and rules
- Be willing to undertake training i.e. First Aid at work

To observe **Health and Safety** regulations and guidelines by:

- Following agreed risk assessment when moving furniture etc. to clean
- Ensuring that cleaning materials are safely stored, and are not accessible to pupils
- Alerting appropriate staff of potential Health & Safety risks or hazards encountered during their duties.
- To be aware of and follow Campus policies and procedures

# Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Basic skills/induction</li> </ul>	<ul style="list-style-type: none"> <li>• Food hygiene certificate</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of catering for school children</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> <li>• The operation of catering equipment/machinery</li> <li>• The ability to communicate with children and adults</li> <li>• A knowledge of basic catering practices</li> <li>• The ability to work to deadlines</li> <li>• Be able to use own initiative and work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH and Health and Safety regulations</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and Friendly manner</li> <li>• Reliable</li> <li>• A high level of personal cleanliness and appearance</li> <li>• Flexibility</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	

# How to Apply

Application forms and further details are available on the Trust's website –

[www.valt.org.uk](http://www.valt.org.uk)

Please return your completed application form to [vacancies@sparkeducation.org.uk](mailto:vacancies@sparkeducation.org.uk)

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## **Confidential References**

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## **Job Description**

Details the main responsibilities for this post and the personal and professional qualities required.

## **Person Specification**

Sets out the criteria to be used for the shortlisting process.

**Closing date: 27<sup>th</sup> January 2025**

**Interviews to be held: 29<sup>th</sup> January 2025**



# Employee Benefits

## **Wellbeing**

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## **Pensions**

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment in the Teacher Pension Plan and Local Government Pension Scheme.

## **Cycle to work**

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## **Work Life Balance**

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with work life balance.

## **Professional Development**

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.