



September 2022

Dear Colleague,

RE : Kitchen Assistant – Grade B SCP 4 £19,264 (pro-rata) 12.5 hours per week (12.30pm – 3.00 pm) for 39 weeks per year (term time plus Inset days).

Thank you for your recent enquiry regarding the above position. I would like to clarify that the advertised salary: Grade B SCP 4 £19,264 is for full-time and therefore the salary for the hours advertised, will be a proportion (pro-rata), of this.

We are seeking to appoint a reliable and enthusiastic individual who is able to use their own initiative but also able to work well as part of a team. The person appointed will need to be flexible, well organised, and professional, and have the ability to communicate with staff and students at all levels. Duties include:

1. To undertake the basic preparation of food and beverages including the preparation of vegetables and snacks and to provide support in the preparation, cooking and serving of food and beverages.
2. The transferring and serving of meals.
3. General kitchen and dining room duties including washing up, setting up and clearing away equipment and tables, cleaning of the kitchen and dining room surrounds and equipment to include all work surfaces, dining furniture, floors and walls.
4. To undertake Health & Safety and Food Hygiene Training as and when required.
5. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
6. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school, undertaking all necessary training.

Please see the Job Description and Person Specification for more detailed information.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned either by post to the school address or by email to: **jobs@littleover.derby.sch.uk**

Please note, school will only contact successful candidates.

Closing date for applications : Wednesday 5th October 2022
Interview date to be confirmed.

Information and application forms are available from the school website: www.littleover.derby.sch.uk

Littleover is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and values diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.



As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,

S. Warren

Sara Warren

SCHOOL OPERATIONS MANAGER

JOB DESCRIPTION

POST:	Kitchen Assistant
GRADE:	Grade B SCP 4 £19,264 (pro-rata)
JIQ REFERENCE NO:	S-1549
JOB PURPOSE:	To actively participate in the daily operation of the Catering Unit under the direction of the Catering Supervisor, as required.
RESPONSIBLE TO:	Schools Operation Manager and Caterer in Charge
WEEKLY HOURS:	12.5 hours per week (12.30pm – 3.00 pm)
WEEKS WORKED PER ANNUM	Term time (39 weeks) including Inset days

DUTIES AND RESPONSIBILITIES:

1. To work in accordance with the aims and policies of the school.
2. To undertake the basic preparation of food and beverages including the preparation of vegetables and snacks.
3. To provide support in the preparation, cooking and serving of food and beverages.
4. To serve food according to the style and type of operation and to the required standards.
5. The transferring and serving of meals.
6. Maintain high standards of food hygiene and cleanliness in accordance with health and safety, food safety, and the food safety act 1990, and cosh regulations at all times.
7. To ensure that the control of raw materials and portions are to the School's standards, following the LCS safe catering Guidelines.
8. To ensure that the control of raw materials and portions are to the LCS safe catering Guidelines.
9. To maintain the School's standards of hygiene and safety and food safety and to take any action as is necessary.
10. To complete the LCS safe catering documentation daily in line with the requirements and use as a daily working document.
11. Ensure storage and maintenance of food and other consumables in line with health and safety and food hygiene regulations.
12. To maintain satisfactory relationships at all levels within the School.
13. To attend meetings and training courses as requested.
14. General kitchen and dining room duties including washing up, setting up and clearing away equipment and tables, cleaning of the kitchen and dining room surrounds and equipment to include all work surfaces, dining furniture, floors and walls.
15. Duties as delegated in connection with the services provided.
16. The school operates a Biometric payment system. You may be required to operate a till on this system.
17. To undertake Health & Safety and Food Hygiene Training as and when required.
18. To ensure that all COVID-19 guidelines and preventative measures are followed at all times.
19. To represent the school in the most professional manner at all times to the wider community in accordance with the school ethos.
20. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school, undertaking all necessary training.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

This job description is subject to annual review

PERSON SPECIFICATION

KITCHEN ASSISTANT

	Essential	Desirable
1. Skills and Experience:		
Experience of working in a school or similar busy environment		X
Experience in a similar role		X
Excellent interpersonal and organisational skills	X	
Excellent communication skills, both verbal and written	X	
Strong literacy and numeracy skills		X
Ability to work independently as well as within a team	X	
Able to maintain issues of confidentiality in the working environment	X	
Good command of the English Language.	X	
Passion about food and excellent customer service	X	
High standards and be quality driven	X	
Self-motivated and able to work in a busy environment	X	
2. Qualifications:		
English GCSE A-C or equivalent		X
Mathematics GCSE A-C or equivalent		X
City & Guilds/Food Hygiene certification		X
3. Personal qualities:		
Able to respond positively and calmly with pupils, parents, teachers and support staff	X	
Able to use own initiative	X	
Flexible attitude	X	
Adaptability to change	X	
Ability to remain calm under pressure and have a sense of humour	X	
4. Other		
Be prepared to undertake training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school.	X	