

## Job applicant information pack

# Kitchen Assistant Ratton School



## Welcome letter

Dear Applicant,

Thank you for your interest in Ratton School and for considering us as your next career move. At Ratton School everything we do is centred on developing our young people to become confident, creative and caring students who achieve excellence in everything they do. Be it academically, or socially, our aim is to enable our students to grow and flourish and achieve all their potential. This means educating the whole child and giving them the skills to take the next steps on their journey when they leave us to attend further education or training, and then into the right career.

We are looking for an enthusiastic individual to join our in-house catering department, Refresh. You will assist in all areas of the kitchen, making it essential to be a team player and multitasker.

As a Kitchen Assistant, you will perform various tasks related to food production and service in our school's catering department. Your duties will include preparing food for hot and cold dishes, making rolls, sandwiches, baguettes, pasta pots and fruit pots, and supporting hospitality events. You will ensure food production areas are clean, prepare dining areas for service, serve food and beverages, and operate the cashless till system. Additionally, you will assist with deep cleaning, special functions and help maintain a Level 5 Food Rating.

Ideally, we are seeking someone with a good standard of secondary education, knowledge of Health & Safety, COSHH and ESCC regulations, and preferably experience in catering. You should be able to use catering equipment, work methodically, prioritise tasks and work effectively as part of a team. A first aid and Food Hygiene certification are desirable.

You should demonstrate a commitment to Equal Opportunities, be willing to undergo training, and be dependable, helpful and trustworthy.

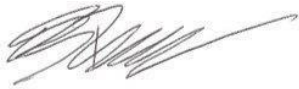
If you are motivated and enjoy teamwork, apply today to join Refresh and help provide high-quality catering services in our school.

We offer an incentive package which includes:

- A comprehensive induction programme for new staff to our academies.
- On-going investment into your career development through appropriate CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to the Bike 2 Work scheme allowing up to 42% discount on the cost of bikes and equipment.
- Full use of an employee assistance programme supporting wellbeing.

- Free breakfast of bagel/cereal/porridge/tea/orange juice.
- Staffroom with complimentary tea and coffee.
- Subsidised membership of Benenden Healthcare (affordable alternative to private health insurance).
- On-site parking.
- Free Breakfast Club/After School Club place for trust staff children at Ocklynge Junior School.

We look forward to receiving your application and hearing why you believe you have the passion, commitment and talent to join Ratton School.

A handwritten signature in black ink, appearing to read 'Gavin Peevers', written in a cursive style.

Gavin Peevers  
Headteacher

## Our Vision and Ethos

Our Trust aims to providing an outstanding educational experience for all students and children with both schools retaining their own unique identity and working closely together to help develop a sustainable and exciting educational experience that places our students and children at the centre of all that we do.

At Ratton, the vision of **achieving excellence** is underpinned by six virtues:

**Compassion** – Showing kindness and caring for other people and the environment.

**Respect** – Acting with respect to others both in and out of school. Valuing diversity and avoiding discriminatory language.

**Creativity** – Being curious about the world, solving problems and asking thoughtful questions.

**Teamwork** - Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.

**Effort** - Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

**Responsibility** - Taking responsibility by being in the right place, at the right time, doing the right thing.

Based on this vision and these virtues we tirelessly strive to ensure that:

- Students are happy and confident.
- Students develop their potential.
- We provide for students' wellbeing.
- Teaching is outstanding.
- There is a powerful community spirit and bullying is prevented.
- Communication between school and home is excellent.
- Discipline and values are strong.

## Job description

**Job Title:** Kitchen Assistant

**School:** Ratton School

**Grade:** Single Status Grade 2

### Purpose of Job

To perform a variety of manual tasks associated with food production and service in the school's catering department, Refresh.

### Duties & responsibilities

- Assist with basic food preparation for hot and cold dishes
- Assist with preparation of rolls, sandwiches, baguettes & pasta pots and fruit pots
- Assist with hospitality events
- Cleaning and clearing of food production areas
- Assist with preparing counters and dining areas for service
- To assist with service of hot & cold food and beverages
- Replenish counters as required
- Clearing and cleaning counters of debris during service
- Clearing and cleaning of counters and service equipment after service
- Clearing and cleaning of tables
- Operate the cashless till system, including recording of free school meals students
- You may be required to assist with preparation and service at special functions
- Assist the other catering staff with the deep cleaning in the kitchen areas required at certain times in the year and as directed.
- Assist in maintaining Level 5 Food Rating.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*

## Person specification

### Knowledge & Experience

- Good standard of secondary education and craft skills
- Knowledge of Health & Safety legislation as it relates to the work of the school
- Knowledge of COSHH & ESCC regulations in relation to safe handling and storage of chemicals
- Knowledge of safe working practices in relation to the handling and usage of hazardous equipment
- Previous experience of working in a catering environment.

### Skills & Abilities

- Ability to use a range of catering equipment
- Ability to work in an organised and methodical manner
- Ability to identify work priorities and manage own workload
- Ability to work effectively as part of a team

### Desirable

- First aid qualification
- Food Hygiene

### Personal Qualities

- Ability to demonstrate commitment to Equal Opportunities
- Willingness to participate in further training and development opportunities offered by the school and ESCC, to further knowledge and skills.
- To be steady and dependable
- To be willing and helpful with other members of the team
- Trustworthy

## How to apply

To apply for this position, please access the application form via [Vacancies | Ratton School](#) or for those using the TES or Gov.UK platforms to apply, you may also use the forms available there.

Once completed, send the form to Lorraine Barrow, Trust Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) before the specified closing date.

Please be aware that we do not accept CVs; therefore, kindly follow the specified application routes. Additionally, all applicants must have the Right to Work in the UK to be eligible for the role. If you submit your application via CV or if you do not possess the Right to Work in the UK, your application will not be considered.

**Early application is encouraged as we reserve the right to consider applications on receipt and to appoint before the deadline.**

| Terms of employment          |  |
|------------------------------|--|
| Grade                        | Single Status Grade 2 point 4 (£22,366) per annum (pay award pending), pro rata.                             |
| Actual Salary                | £9,021.85 gross per annum, £751.82 gross per month   |
| Hours                        | 17.5 hours per week, term time only + cleaning days<br>10.30am to 2.30pm with a 30-minute unpaid break daily |
| Contract                     | Fixed term until August 2025 in the first instance   |
| Deadline and interview dates |  |
| Closing Date:                | 31 July 2024   |
| Interviews:                  | 5 August 2024  |

## Application Procedure

Your application is pivotal, as the information you provide will influence whether you are shortlisted for an interview. The following guidance is designed to assist you in completing it effectively. This is part of our commitment to ensuring equal opportunities for job applicants. SDLT wholeheartedly supports the principles of equality and diversity in employment and service delivery. We aim to encourage, value, and manage diversity, recognising that talent and potential are distributed across the population. Promoting equality of opportunity has moral and social reasons, and it is also in the best interest of this organisation to recruit and develop the best people for our jobs from as broad and diverse a pool of talent as possible.

### **Personal Specification**

The person specification is the list of criteria or requirements needed for the post. To be shortlisted, you have to fulfil each of the essential points, demonstrating your abilities by giving examples. The strongest applications will detail how candidates meet all of the criteria with examples, including drawing on previous experiences and transferable skills. Remember that voluntary work or work at home can be as valuable as paid employment.

### **Appointment Process**

- 1) Suitable applicants will be shortlisted for an interview. Shortlisted applicants should note that online searches may be done as part of due diligence checks.
- 2) If you are successful, you will receive an email inviting you to attend an interview. It is therefore important that you give us your email address.

### **Pre- Employment Checks**

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff, this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before the interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form

### **Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above. For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.



### **Salary**

Teachers, whether full or part time, will automatically be a member of the Teachers' Pension Scheme unless they elect to opt out.

### **Visa Sponsorship**

We do not hold a sponsor licence, so we are unable to employ applicants who do not have the right to work in the UK.

### **Policy on Equal Opportunities**

SDLT is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. Our trust schools oppose any form of discrimination against any individual or group and welcome the inclusion of a diversity of individuals from many races and cultures. Discriminatory behaviour based on race, colour, culture, nationality, gender, sexual orientation, disability, or religion will not be tolerated.

### **Safeguarding Notice**

South Downs Learning Trust and all our academies adhere to all the national and local policies and guidance regarding Safeguarding Children and Young People. We are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check.

