



# Kitchen Assistant



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**Company No: 7992372**

# Letter from the Principal

Dear Applicant,

Thank you for taking an interest in the post of kitchen assistant (20 hours a week) to start as soon as possible at Redmoor Academy. I hope you find the following details informative as you consider the opportunity of joining this very successful school. Having converted from a 11-14 high school to an 11-16 academy in 2015, Redmoor has recently celebrated being one of the most improved schools nationally after excellent GCSE results in 2019 and a progress 8 score of +0.03. Our rapid expansion has led to significant investment in the school building and facilities including new classrooms, ICT provision and science laboratories. The school is consistently oversubscribed and currently we have over 900 students on roll. The academy is situated on the western edge of Hinckley on the Leicestershire/ Warwickshire border. It has excellent links to Leicester and Coventry, being close to the M69 and A5. This is an exciting time to join our committed and supportive pastoral team at Redmoor Academy.

We set high aspirations within a culture of academic excellence, evidenced by a superb number of Grade 9s and A\*s in our latest set of GCSE results. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

The school's most recent Ofsted visit in November 2017 recognised that *"pupils are highly engaged in school life"* and *"pupils are polite, courteous and conduct themselves well at all times."* The inspection report validated the new leadership team's priorities for improvement and agreed with the strategic vision in place to provide an outstanding education for all Redmoor Academy's students. Vastly improved GCSE results in August 2018 provided further evidence of success and continued improvement in 2019.

At Redmoor we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities and the development of pedagogy based on research, best practice and our excellent links with other schools. In addition we offer individualised CPD pathways which support staff at all stages of their career progression including coaching, in-house training and National Professional Qualifications for middle and senior leaders. Staff well-being is very important to us and we are genuinely a happy place to work.

Our staffing profile is very stable and our staff are excited and proud to work here. We are not complacent and continually strive to improve and achieve further successes. The future is exciting and we are totally committed to raising aspirations and achieving fantastic outcomes for all students. You could be a part of our future.

We have a clear understanding of what we are looking for in the staff we appoint. If you have a desire to work hard transforming lives, are a team player and want to be part of a dynamic team, you could be a Redmoor person.

Yours Sincerely

M Nicolle

Mr M Nicolle  
Principal

# Application and Appointment Process

**Salary:** Grade 2 £17,850 - £18,021 pro rata for the length of the contract.

**Tenure:** Temporary until 7<sup>th</sup> July 2022, could lead to a permanent role.

**Hours of work:** 20 hours per week working 10.30am – 2.30pm Monday to Friday, working 38 weeks term time.

**Closing Date:** Friday 28<sup>th</sup> January 2022

**Start date:** As soon as possible

**Interview day:** TBC

Informal enquiries to Miss K Smith on 01455 230731, email: [ksmith@redmooracademy.org](mailto:ksmith@redmooracademy.org)

## **Application Procedure**

Applications should comprise of:

- A completed application form (found on our website)
- A letter addressed to the Principal indicating the reasons for applying for this post and how your training and experience is relevant.

***Should you be invited for interview and have any particular requirements, please make these clear in your application.***

## **Submitting Applications**

Applications may be submitted by email to [ksmith@redmooracademy.org](mailto:ksmith@redmooracademy.org) or by post or in person for the attention of:

Miss K Smith, Redmoor Academy, Wykin Road, Hinckley, Leicestershire LE10 0EP.

***Royal Mail – Postal Pricing System. Please ensure that postal applications carry the correct postage according to weight and measurement of the item, as items with insufficient postage will be held and delayed by the Royal Mail. Details of their pricing systems are available on [www.royalmail.com](http://www.royalmail.com) or from a Post Office Branch.***

## **Acknowledgement of Applications**

Please note that we are unable to acknowledge postal applications. If you would like an acknowledgement please enclose a stamped addressed card or envelope, and place it at the front of your application. If you email your application you will receive an automated acknowledgement.

## **Shortlisting and Interviews**

Shortlisting and interview arrangements are the responsibility of the recruiting department. Please contact Miss K Smith, email: [ksmith@redmooracademy.org](mailto:ksmith@redmooracademy.org) if you have a query after the closing date.

## **Outcome of Applications**

Vacancies at the school often attract a large number of candidates and it is not always possible to respond individually to every application.

# Job Description

<b>Job Title:</b>	<b>Kitchen Assistant</b>
<b>Grade:</b>	<b>2</b>
<b>Responsible to:</b>	<b>Catering Manager &amp; Business Manager</b>
<b>Key Relationships/ Liaison with:</b>	<b>Staff and students</b>

## **Job Purpose**

- To provide support in the preparation, cooking and serving of food and beverages plus related kitchen/catering duties.

## **Duties and responsibilities specific to the post**

- To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- To prepare the service area, hot cupboards and other equipment in the dining area for the efficient and effective service of the meal.
- To assist in the preparation, cooking and serving of food and beverages as defined by the immediate supervisor or line manager.
- To serve food according to the style and type of operation as defined by the immediate supervisor or line manager.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area
- To clean on a daily basis all catering areas to standards laid down by the Catering Manager and Health and Safety guidelines
- To undergo on and off the job training sessions as required by management.
- To inform the immediate supervisor or line manager of any defects in light equipment.
- To inform the immediate supervisor or line manager of any defects in heavy equipment or of any premises not meeting Health and Safety and/or Food Hygiene Regulation Standards.
- To perform other related duties as required ensuring the dining area and the kitchen is in a clean and hygienic condition and that the food service is effective and efficient.
- To undertake the operation of the till sales.
- To undertake any other duties (within the scope and grade of the post) as required for effective operation of the Service.

## **Subject to the duration of the need, the special conditions given below apply:**

- The nature of the work may involve the postholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

**Therefore, a DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities 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 themselves justify a reconsideration of the grading of the post.**

**Redmoor Academy is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

### **WHOLE SCHOOL RESPONSIBILITIES**

- Support current policies and recognised good practice within the school.
- Be aware of the importance of confidentiality and data protection.
- Participate in annual Performance Management review with Line Manager, based on agreed objectives, ideally one of which should be linked to the college improvement plan where possible
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach and use of time.
- All tasks should be undertaken with due regard to Health and Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

# Person Specification

		ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Basic qualifications in English/Mathematics.</li> <li>• Willingness to undertake training as required.</li> <li>• Basic Food Hygiene certificate.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	✓
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Elementary level of numeracy.</li> <li>• Able to operate a cash register.</li> </ul>	✓	✓
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of food preparation.</li> <li>• School meals or other industrial catering experience.</li> <li>• Understanding of Hygiene/Health and Safety.</li> </ul>	✓	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<b>GENERAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Attendance - evidence of regular attendance at work</li> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

<b>SKILLS/ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Capable of working on own initiative.</li> <li>• Ability to work as a member of a team.</li> <li>• Understanding of Customer Care issues.</li> <li>• Sensitivity to the needs of colleagues and customers.</li> <li>• Must be able to communicate with staff and students</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
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**PERSONAL QUALITIES**

*Ability to keep to deadlines and achieve targets*

*Good analytical and planning skills*

*Ability to work under pressure*

*Enthusiasm and energy*

*Sense of humour*

*Desire to contribute to a forward-looking, innovative school*

Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:

- Motivation
- Ability to maintain appropriate relationships and personal boundaries
- Emotional resilience in working with challenging behaviour
- Effective use of authority and maintaining discipline

***This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.***