



Excellence Opportunity and Success for All

## Temporary maternity cover Kitchen Assistant



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# Letter from the Principal

Dear Applicant,

Thank you for taking an interest in the post of temporary kitchen assistant to start 27<sup>th</sup> August 2024 at Redmoor Academy. I hope you find the following details informative as you consider the opportunity of joining this very successful school. Since the introduction of a new Principal and leadership team in 2017, Redmoor has experienced sustained and continuous improvement to ensure our students make better progress than similar students nationally. This was recognized in our most recent Ofsted inspection in September 2021 where we were judged securely "good" in all areas, demonstrated by 6 years of positive Progress 8 and fantastic GCSE outcomes for students, evidenced in the social development of our students as they become valuable members of the community and affirmed by the significant over subscription for places in Year 7 we experience every year.

We continue to invest significantly in our building and facilities, including new classrooms, ICT provision, science laboratories and refurbished sports courts. The school is consistently and substantially oversubscribed with over 900 students on roll. Excitingly and as a result of our continued success, we are about to expand further, increasing the number of students that can be admitted into Year 7 with an investment of £10 million to develop our sports, science, art and catering facilities to provide a first-class learning environment.

We are situated on the western edge of Hinckley on the Leicestershire/ Warwickshire border with excellent links to Leicester and Coventry, being close to the M69 and A5. This is an exciting time to join our committed and supportive team at Redmoor Academy.

We set high aspirations within a culture of academic excellence, evidenced by the excellent progress students of all abilities make and the number of Grade 9s and Distinction \*s in our GCSE results. We teach the majority of subjects in mixed attainment groups and are passionate in our desire for every student to be successful. 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 September 2021 recognised that Redmoor is "*ambitious for everyone to do well in all aspects of school life and is a school that serves its community well*" and that "*pupils and staff are very proud of their school.*" The inspection report confirmed what was widely known in the local community: that Redmoor Academy was a good school, with the quality of teaching, the curriculum, pastoral care and leadership all identified as strong.

At Redmoor we invest in the continued professional development of all of our colleagues. Our CPD programme focuses on whole school priorities and the continuous 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.

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 are looking for someone to join our established catering team to cover a maternity leave. You will be supporting the catering service operating to the highest standards of food safety. Your duties will include food preparation, setting up and dismantling dining furniture, serving meals to staff and students, using the cashless till systems, cleaning the kitchen areas and tables.

Staff well-being is very important to us and we are genuinely a happy place to work. All Redmoor staff have access to a range of benefits, recently enhanced to include a healthcare package (upon successfully completing a 6 month probationary period) that provides refunds on everyday medical expenses (opticians and dental care included) and also access to experts and scans as required. Our other benefits include complimentary hot drinks, access to well-being and counseling services and professional development courses linked to your role.

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 - £11,810 pro rata for the length of the contract.

**Tenure:** Temporary until 11<sup>th</sup> April 2025

**Hours of work:** 25 hours per week, 9.30am -2.30pm working 38 weeks term time plus one week, to include teacher training days

**Closing Date:** 9am 23<sup>rd</sup> July 2024

**Start date:** 27<sup>th</sup> August 2024

**Interview day:** 31<sup>st</sup> July 2024

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 Redmoor Academy 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 any queries. We conduct online searches on all shortlisted candidates as part of our due diligence. The check is taken place by someone independent to the shortlisting panel. If any issues are identified these will be explored at the interview.

## 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>	2
<b>Responsible To:</b>	Catering Manager & Business Manager
<b>Key Relationships/ Liaison with:</b>	Students and Staff
<b>Job Purpose:</b>	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

- a. To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- b. To prepare the service area, hot cupboards and other equipment in the dining area for the efficient and effective service of the meal.
- c. To assist in the preparation, cooking and serving of food and beverages as defined by the immediate supervisor or line manager.
- d. To serve food according to the style and type of operation as defined by the immediate supervisor or line manager.
- e. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area
- f. To clean on a daily basis all catering areas to standards laid down by the Catering Manager and Health and Safety guidelines
- g. To undergo on and off the job training sessions as required by management.
- h. To inform the immediate supervisor or line manager of any defects in light equipment.
- i. 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.
- j. 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.
- k. To undertake the operation of the till sales.
- l. To undertake any other duties (within the scope and grade of the post) as required for effective operation of the Service.

### **SPECIAL FACTORS:**

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

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The post holder 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.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.

- (d) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

**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. Please note that we operate a formal staff dress code. Dress should be smart, professional and business-like. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.**

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.

# Person Specification

		ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent qualification in English/Mathematics</li> <li>Willingness to undertake training as required.</li> <li>Basic Food Hygiene certificate (or willingness to complete)</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience working in a professional kitchen environment</li> <li>Able to operate electronic till.</li> </ul>	<p>✓</p>	<p>✓</p>
<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>✓</p>	<p>✓</p> <p>✓</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>✓</p> <p>✓</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>	✓
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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.***