



**General Kitchen Assistant**  
**Applicant Pack**



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## INSPIRING SUCCESS

## BEYOND EXPECTATION

Headteacher: Mr Daniel Lomas

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February 2018

Dear Applicant

Thank you for your enquiry regarding the vacancy for a General Kitchen Assistant. The following documents are enclosed:

- Applicant Pack
- Application Form
  - (Please ensure that this is fully completed, paying particular attention to the employment history section. The information given must be in the specified format, i.e. dd/mm/yy).
  - When providing details of referees one must be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.
  - Your application should demonstrate how you meet the criteria shown in the Person Specification.

The position advertised is for 3.5 hours per week.

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	10.15am to 1.45pm

I hope that the information provided in this applicant pack will encourage you to apply for the position of General Kitchen Assistant.

If you would like to visit the school kitchen please telephone Angela Sutcliffe or Helen Birts to arrange an appointment on 01422 202704 (Ext 514).

Northowram School is fully committed to safeguarding and promoting the welfare of its children and therefore we will carry out all relevant employment checks and ask that you complete a Disclosure & Barring Service form.

I look forward to receiving your application.

Yours sincerely

*DR Lomas*

Daniel Lomas  
Headteacher



### **NORTHOWRAM PRIMARY SCHOOL**

Baxter Lane, Northowram, Halifax, HX3 7EF  
Tel: (01422 202704) Fax: (01422 201728)  
E-mail: [admin@northowram.calderdale.sch.uk](mailto:admin@northowram.calderdale.sch.uk)

### **GENERAL KITCHEN ASSISTANT- Permanent**

**3.5 hours per week**

**(Scale 1b - Points 6-8) - £7.78 - £7.90 per hour plus Living Wage supplement which increases the wage to £8.45 per hour**

Required as soon as possible, an enthusiastic and committed General Kitchen Assistant to join our dedicated catering team, assisting in the preparation of school meals.

The successful candidate will work 3.5 hours per week term time only. The hours are to be worked on a Friday from 10.15 a.m. until 1.45 p.m.

***The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS check from the Disclosure and Barring Service before the appointment is confirmed.***

You can apply for this vacancy by downloading the application form and supporting documents from the Calderdale Council website [www.calderdale.gov.uk](http://www.calderdale.gov.uk) or [northowram.calderdale.sch.uk](http://northowram.calderdale.sch.uk)

Visits to the school are warmly welcomed and can be arranged by telephoning Mrs Angela Sutcliffe, our Catering Manager, on 01422 202704 (Ext 514).

Please return your application form via e-mail: [recruitment@northowram.calderdale.sch.uk](mailto:recruitment@northowram.calderdale.sch.uk) or alternatively post to the school.

**Closing date: Wednesday 21 February (12.00 noon)**

**Interviews: Tuesday 13 March**

## **Timeline**

Completed applications should be returned no later than Wednesday 21 February (12.00 noon)

## **Assessments/Interviews**

Tuesday 13 March 2018

## **How to Apply**

Please complete the application form provided. The Personal Statement should be no longer than 2 sides of A4 and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Prior to submitting an application, please check that you meet the essential criteria with regard to essential qualifications requested. If you are invited to interview you will be expected to bring your original educational certificates with you.

Please e-mail your completed application (subject heading: "Confidential – General Kitchen Assistant" to:

[recruitment@northowram.calderdale.sch.uk](mailto:recruitment@northowram.calderdale.sch.uk)

Applications will also be accepted by post.

If applying by post, please mark the envelope "Confidential – General Kitchen Assistant" and return to:

Northowram Primary School, Baxter Lane, Northowram, Halifax, HX3 7EF

## **Communication**

E-mail is our preferred method of communication. Candidates will receive all communication via their e-mail address and we would advise you to check your e-mails on a regular basis.

## **Acknowledgement of receipt of applications**

We do not acknowledge receipt of paper applications. Applications submitted on line will however, receive an acknowledgement upon request.

## **Shortlisted Candidates**

Shortlisted candidates will be contacted shortly after the closing date. If you do not hear from us within 4-6 weeks, please assume that on this occasion your application has been unsuccessful.

## Safer Recruitment

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. This school is fully committed to the principles of safer recruitment

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

- Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc)
- Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation.
- Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies.
- Satisfactory references – a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview.
- The identity of all referees must be open to verification.
- Prohibition from teaching check.
- Disqualification by Association check.

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all “spent” convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

- A DBS check will be requested for appointments to all relevant posts.
- For those involved in “regulated activity” this will include an additional check of the Children’s Barred List.

Any conditional offer of employment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

## **Northowram Primary School**

### **Policy statement on the recruitment of ex-offenders**

New legislation now requires all registered bodies and prospective employers to ensure that any applicants, subject to Disclosure and Barring Scheme (DBS) checks, who have a criminal record must not be unfairly discriminated against because of a conviction or other information revealed.

In addition registered bodies and employers who undertake Regulated Activity (Schools) must have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

As a Regulated Activity provider (RAP) all paid employees at Northowram Primary School provide regulated activity and are therefore subject to checks with the DBS.

This policy statement should be read alongside our Equal Opportunities policy.

#### **Policy Statement**

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Northowram Primary School complies fully with the Code of Practice. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Northowram Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.

A summary of this written policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process by inclusion in the information pack for applicants

Northowram Primary 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. We select all candidates for interview based on their skills, qualifications and experience.

In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.

For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Head teacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by senior leaders in school or by our HR service.

# NORTHOWRAM PRIMARY SCHOOL

## JOB DESCRIPTION

**POST TITLE:** General Kitchen Assistant

**GRADE:** Scale 1, SCP 6 to 8  
Variable Hours contract – hours can increase or decrease depending on school meal numbers.

### PRIME OBJECTIVES OF THE POST

To contribute to the delivery of a very high quality level catering service as determined by the governors of Northowram Primary School.

### RESPONSIBLE TO

Catering Manager

### MAIN DUTIES AND RESPONSIBILITIES

1. Set up and clear dining area and service areas.
2. Serve meals and wash up.
3. Clean the kitchen and dining premises, furniture and equipment as required, to ensure standards of hygiene are maintained, e.g. boilers, deep fat fryers, walls and floors etc.
4. To ensure that you are able to use all the equipment and machinery after instruction.
5. To report to the person in charge any problems that may arise from customer dissatisfaction.
6. Preparation and presentation of vegetables, salads, fruit, sweet and savoury sauces, milk puddings, beverages, sandwiches etc and cooking of same if appropriate. Assist with simple cooking and reconstitution of food.
7. Assist with the preparation, finishing off and presentation of main and sweet course items.
8. To be available for emergency feeding, special functions, attendance at meetings and training sessions when required.
9. Promote healthy eating and encourage children to select nutritionally balanced meals.
10. To be aware of any special diets.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed; the responsibility level of any other duties should not exceed those outlined above.

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# NORTHOWRAM PRIMARY SCHOOL

## PERSON SPECIFICATION

### Note to Applicants:

Whilst all criterions are important, those under the Essential heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Achievement of criteria – key to identification

A = Application I = Interview E = Exercise R = Reference

Knowledge & Skills (including any relevant of required qualifications)	Essential	Desirable	How identified
Ability to understand verbal and written instructions	✓		A/R
Ability to carry out simple calculations to allow portioning of food	✓		A/E
To be able to concentrate, absorb and retain information	✓		A/I/R
Knowledge of Health & Safety procedures		✓	A/I
Personal Development and Additional Learning	Essential	Desirable	How identified
To attend training and meetings outside of term time if required	✓		A
An understanding of safeguarding and the need for confidentiality		✓	A/I
Level 2 Award in Food Safety in Catering or equivalent		✓	A
First Aid qualification		✓	A
Experience	Essential	Desirable	How identified
To have work experience within a commercial catering environment	✓		A/I/R
Experience in preparing, cooking and presenting food, in particular, vegetables, salads, sandwiches and fast food items for numbers in excess of 100.		✓	A/I
Initiative	Essential	Desirable	How identified
Ability to apply a common sense approach to aid the provision of a first class service to the customers	✓		A/I
Ability to make decisions required when organising priorities within own workload	✓		A/I/R
Circumstances	Essential	Desirable	How identified
Ability to work in a hot environment with large catering equipment	✓		A/I/R
To be available to assist with special catering functions or emergency feeding	✓		A/I
To be able to cover for absences and work flexibly when required	✓		A/I

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