



GREAT HEIGHTS
ACADEMY TRUST

Achieving excellence together

Welcome to Bowling Green Academy where we are currently looking to appoint a new Kitchen Assistant.

Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.



A broad & strong 2-18 offer for West Yorkshire



Kitchen Assistant

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague,

I would like to warmly welcome you to Bowling Green Academy where we all 'achieve together'. The children are at the heart of everything we do here, and I am extremely proud to be the school's Principal, as it continues its exciting journey of continuous, evidence-based improvement and excellence.

At Bowling Green Academy, we believe that growing a love of learning – both knowledge and skills – is vitally important in preparing children for their future. We want our pupils to leave the school as confident, independent, highly motivated and caring members of society, who are ambassadors of happiness, wellness and positive change. We may be slightly smaller than average, but we think big and are ambitious for our children and all that they can achieve.

As part of the Great Heights Trust, Bowling Green Academy offers a safe, inspirational and welcoming environment. Staff truly care, children happily smile, learn and play together, and our parents and carers work in partnership with the school. This allows the school to have a strong family ethos, based on respect, inclusion, and celebrating both difference and successes.

Bowling Green Academy's motto is 'Achieving Together' and this includes everyone at all levels of school life. We want children to be the kite in our logo; to fly high, thrive and flourish both academically and personally.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mr Jamie Stuttard

Executive Principal



Overview of the Position for Bowling Green Academy

Bowling Green Academy are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have the experience or a strong desire to work with children of primary school age.

About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Nields Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



JOB DESCRIPTION

Post Title:	Kitchen Assistant
Designation:	Bowling Green Academy
Pay Range:	Scale 1c (point 3)
Hours of Work:	10.42 hours per week, term time only
Responsible to:	School Business Manager
Receive Instruction From:	School Business Manager and Senior Leadership Team

Statutory Requirements

It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

Main Duties and Responsibilities

Prime Objectives of the Post

- To contribute to the delivery of a high-quality catering service at The Greetland Academy
- To be responsible for a high level of food hygiene, including personal, food preparation, equipment, surfaces and work area
- To observe Health and Safety regulations and implement safe systems of work
- To observe food hygiene regulations in order to prevent contamination of food and to ensure food is safe to eat.

Main Duties and Responsibilities

- To prepare and present vegetables, salads, fruit, sweet and savoury sauces, milk puddings, beverages, sandwiches etc and to cook same if appropriate
- To assist with the preparation, finishing off and presentation of main and sweet course items
- To assist with simple cooking and reconstitution of food activities
- To make sure you are able to use all equipment and machinery after instruction



- To assist with the packing and unloading of insulated transport containers
- To set up and clear the dining and service areas
- To serve meals
- To wash up
- To clean the kitchen and dining room premises, furniture and equipment as required to ensure standards of hygiene are maintained, e.g., boilers, deep fat fryers, walls and floors, etc.
- To fulfil other cleaning duties as required
- To report to the person in charge any problems that arise from customer dissatisfaction
- To ensure that all accidents and dangerous occurrences are reported to the person in charge
- To be available if required for emergency and special functions.

Hygiene, Health and Safety

- Ensure compliance with Hygiene, Health and Safety Legislation and company rules and regulations as laid down in the HACCP and daily diary work book provided.
- Through use of a detailed cleaning schedule ensure that all areas and equipment are kept in a hygienic and safe condition by following the set cleaning schedule.
- Record all accidents and report any hygiene, health and safety hazards immediately to the Cook In Charge/Catering Manager to ensure safety of staff and customers.

General

- To uphold the Nolan Principals of public life.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.



Person Specification: General Kitchen Assistant

Key to identification: A = Application I = Interview R = Reference

EXPERIENCE	Essential	Desirable	A/I/R
To have worked in a commercial catering environment.		✓	A/I
QUALIFICATIONS	Essential	Desirable	A/I/R
Basic Food Hygiene Certificate		✓	A/I
First Aid Certificate		✓	A/I
Catering qualifications		✓	A/I
PRACTICAL AND INTELLECTUAL SKILLS (including ANY SPECIAL KNOWLEDGE/TRAINING)	Essential	Desirable	A/I/R
Good standard of education	✓		A/I
To have basic mathematical skills required for portioning food etc.	✓		A/I
Manual dexterity.	✓		A/I
To be able to concentrate, absorb and retain information.	✓		A/I/R
Ability to communicate with children and adults	✓		A/I
Experience in preparing, cooking and presenting food, in particular, vegetables, salads etc. for large numbers of people.		✓	A/I/R
TRAINING	Essential	Desirable	A/I/R
To have work experience within a commercial catering organisation.		✓	A/I/R
PERSONAL ATTRIBUTES & CIRCUMSTANCES	Essential	Desirable	A/I/R
To be able to work as part of a team.	✓		A/I/R
To be a hard, willing flexible worker who is able to operate under pressure in an often hot, humid atmosphere where large cooking vessels are situated.	✓		A/I/R
Able to work flexible hours as the need arises	✓		A/I/R
Reliable and punctual.	✓		A/I/R
Own transport (split sites)		✓	

► Reasons to work at Bowling Green Academy / Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

