

# Kitchen Assistant



**Newsome  
Academy**

## RECRUITMENT PACK



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Proud member of Impact Education Multi Academy Trust

## Our Academy



It is a privilege and a source of great pride to serve both the school and wider community at Newsome.

We work closely with the community, parents and carers to make sure everyone is part of our journey to continue to raise standards and create a school where everyone counts; where everyone has the chance to succeed, to discover themselves and learn how to lead a life of integrity, respect and happiness.

It is vital that everyone in the community has a voice and knows that they are listened to, including pupils, staff and parents and carers.

Newsome Academy is an aspirational and inclusive school. We believe in the potential of every individual to make exceptional progress from their starting points and to thoroughly enjoy their time at our school.

We believe that the wellbeing and happiness of every child is essential and the needs of our children are at the heart of everything we do. Our journey is focused on having very high expectations. It means ensuring children who are successful and strive to achieve their best, know they are valued, believe in themselves and have respect for others.

We aim to consistently promote fundamental British values and pupils' spiritual, moral, social and cultural development. You will hear the word 'family' mentioned a lot and we operate very much in this way.

Mr Dean Watkin  
Headteacher



## Job Description

<b>Post:</b>	Kitchen Assistant
<b>Scale:</b>	Scale 1, SCP 3 (FTE £24,796)
<b>Actual Salary:</b>	£14,563
<b>Contract Type:</b>	Permanent, 25 Hours Per Week, Term Time Plus 5 Days
<b>Closing Date:</b>	Monday 13 April at 9am
<b>Interview Date:</b>	TBC

### Core Purpose

Working as a member of the catering team, the role will mainly involve general kitchen duties to include assisting the cook when necessary, serving pupils and staff and cleaning.

### Duties and Responsibilities

- To perform kitchen and cleaning duties in accordance with the School's Health and Safety policy, COSHH regulations and all statutory health and safety requirements.
- To prepare basic food items within agreed cooking methods, portion controls and as required.
- To maintain highest levels of cleanliness and hygiene within the kitchen and the dining area and ensure that cleaning schedule is completed on a daily basis.
- To assist in the production and service of special events as required.
- To serve staff, pupils and visitors at service time to the required standard
- To check in and store deliveries in accordance with due diligence procedures.
- To undertake such other work as requested up to or at a level consistent with the principal duties and responsibilities of the role.

### Other

- To ensure the security of stores during working hours
- To report and where possible take action about compliments or complaints
- To report and where possible take action for any incidents, fire, loss, theft, damage, unfit food and other irregularities.
- To attend meetings and training courses
- To carry out any reasonable request by management/supervisor
- To uphold and put into practice the requirement to safeguard and promote the welfare of students in day to day dealings with them

***Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Head teacher.***

## Person Specification

Attributes	Essential	Desirable
<b>Knowledge &amp; Understanding (including any relevant or required qualifications)</b>	<p>Knowledge of how a kitchen works, setting up and tidying away equipment</p> <p>Knowledge of food hygiene and food handling</p> <p>Good literacy and numeracy skills</p> <p>Good communication and interpersonal skills</p> <p>Willingness to undertake any training appropriate to the role</p>	<p>Knowledge of HACCP and Health &amp; Safety Guidelines</p> <p>Knowledge and experience in a large kitchen environment</p> <p>Knowledge of using a PC</p> <p>Food Hygiene Certificate</p> <p>Level 2 Catering Qualifications</p>
<b>Experience</b>	Experience of working in a kitchen.	Experience of working in a school environment
<b>Working with others and Character</b>	<p>Ability to operate under pressure, prioritise work, meet deadlines and take responsibility for personal actions;</p> <p>High level of personal organisation;</p> <p>Good communication and interpersonal skills;</p> <p>Self-motivation, flexible, proactive and committed to personal development;</p> <p>Ability to work as part of a team, committed to teamwork and be approachable;</p> <p>Ability to work without supervision and work under own initiative;</p> <p>Ability to motivate staff to develop a very high level of service. Positive attitude to working with other staff and pupils</p> <p>Acts with integrity, honesty and professional competence.</p> <p>Understands the importance of confidentiality.</p>	

***Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.***

## CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay  
Chief Executive Officer



## Benefits of Joining

All colleagues within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.



For further information about Impact Education MAT, please visit our website:  
[www.i-mat.org.uk](http://www.i-mat.org.uk)