



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

General Kitchen Assistant

COCKBURN SCHOOL

Specialist status in the Performing Arts



COCKBURN
JOHN CHARLES ACADEMY



COCKBURN
LAURENCE CALVERT ACADEMY



COCKBURN
INGRAM ROAD ACADEMY



FOOTSTEPS
to success



MIDDLETON
PRIMARY SCHOOL



COCKBURN
REACH ACADEMY



 **MINDFUL
EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description - General Kitchen Assistant

Post: General Kitchen Assistant
Required: ASAP
Pay scale: A1, SCP2
Contract Type: Permanent
Hours of work: 20 hours per week, term time only plus 5 additional training days

Accountable to: Catering Manager

Purpose of the Role:

To assist in the preparation of foods, including salads, vegetables, sandwiches, frozen and dehydrated products also to assist the Catering Manager/Supervisor in all aspects of the efficient running of the kitchen. Full training will be provided in the correct and safe use of all small and large kitchen equipment.

Main Duties:

- Set up the service and dining areas and deliver a positive dining experience to all of our students and staff members through excellent customer service, whilst also maintaining excellent cleanliness throughout the kitchen and dining areas.
- Wash crockery, cutlery, cooking and serving utensils, all kitchen equipment, walls and floors in the kitchen and dining areas.
- Maintain effective food labelling system of prepared foods.
- Use effective stacking and storage of food and non-food items.
- Provide assistance with special catering events which may require some evening work.
- This post does require a level of physical effort throughout the day due to lifting and moving of food stock, bending and leaning over the service areas.

Personal qualities of the successful candidate will be:

- Positive attitude with a willingness to learn.
- Good communication skills and a commitment to deliver excellent customer service.
- Flexibility to respond to a range of different work situations.
- Ability to work as part of a team and on your own initiative.

- Excellent personal hygiene.

Any other duties and responsibilities

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi-Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<u>SKILLS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Ability to work as part of a team	*		A/S
Ability to relate to people in person	*		S
Ability to deal with day-to-day issues on own initiative	*		S
Ability to lift and move stock	*		A/R/S
<u>KNOWLEDGE/QUALIFICATIONS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Awareness of understanding of basic food and hygiene measures/protocols	*		A/S
Working knowledge of relevant policies/codes of practice/legislation	*		A/S
Knowledge of Health and Safety procedures and precautions	*		A/S
Knowledge of COSHH regulations if required		*	A/S
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	*		A/S
Knowledge of moving and handling procedures		*	A/S
Knowledge of basic fire regulation requirements		*	A/S
Knowledge of using kitchen equipment		*	A/S
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Experience of working as part of a team	*		A/S
Catering/ food preparation experience		*	A/S
Catering experience in a school or similar environment		*	A/S
Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care		*	A/S
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Willing to abide by the Academy's policies in carrying out all duties of the post, and as an employee	*		S

Willing to carry out all duties having regard to an employee's responsibility under the school's Health and Safety Policies	*		A/S
To display a responsible and cooperative attitude to working towards the achievement of the academy's ethos, aims and objectives	*		S
An ability to respect sensitive and confidential work	*		S
Commitment to own personal development and learning		*	A/Q/S
Ability to drive or travel in order to fulfil the requirements of the role	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-Academy Trust expects all its employees to work across any academy within the trust as and when required.			
Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification Certificate	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

What qualifications do I need to reach my goal?

GCSES, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

Our values and ethos

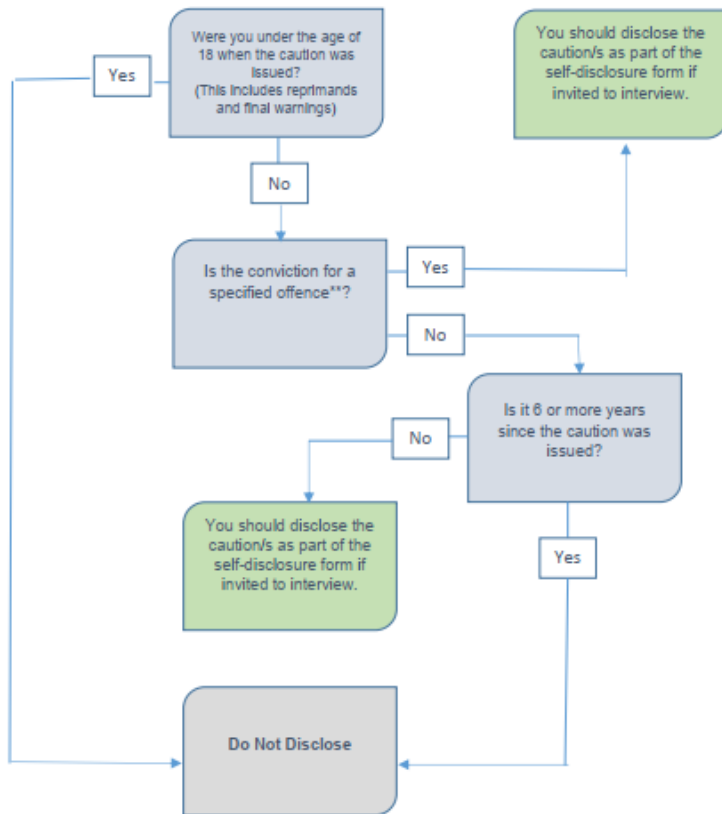
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



COCKBURN
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Disclosure of a Caution (this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

