

SETTLE COLLEGE

Founded 1907



Application Pack

General Kitchen Assistant

www.settlecollege.org.uk



General Kitchen Assistant Application Pack

**Established Variable Contract
Term-time only 20-27.5 hours
per week**

(reviewed on an annual basis)

Grade AB

£12.00 per hour

**(Requirement from 1st
September 24 to 31st August
25 would be 27.5 hours per
week)**

Benefits:

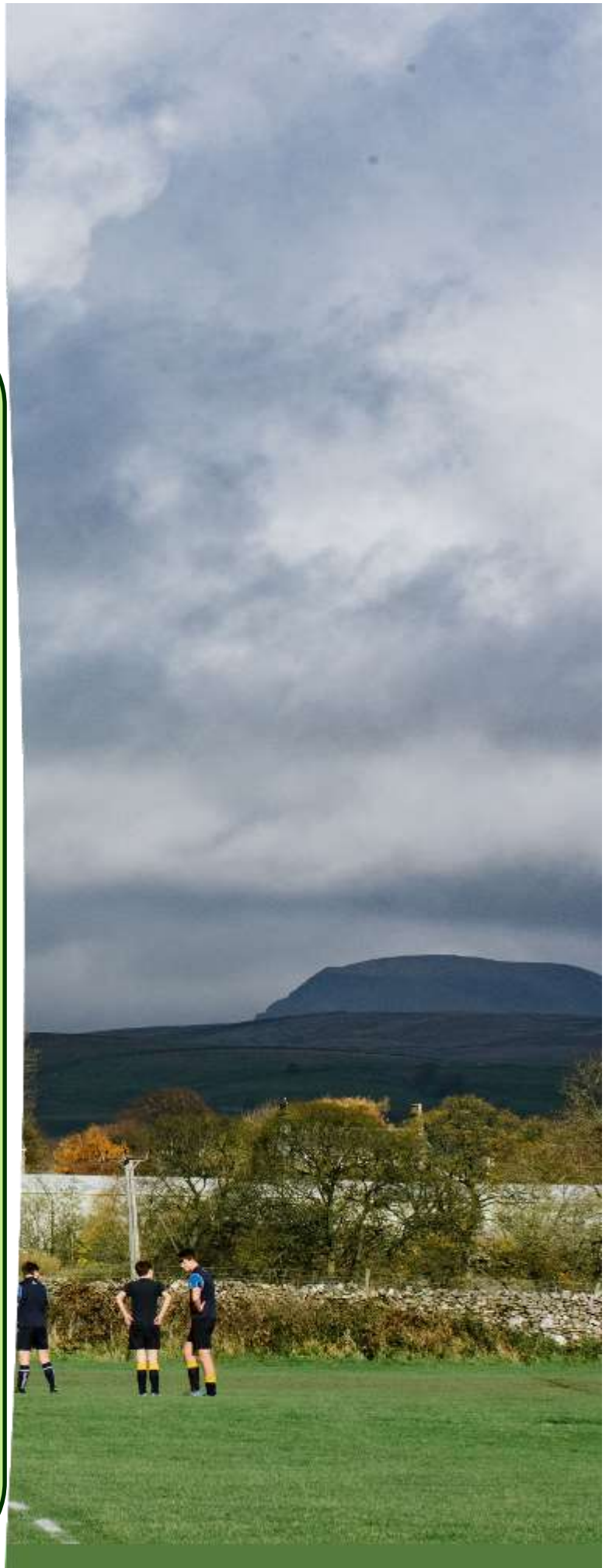
- Pension scheme,
- Cycle to Work scheme,
- Well-being Programme and free on-site parking

01729 822451

[admin@settlecollege.n-
yorks.sch.uk](mailto:admin@settlecollege.n-yorks.sch.uk)

@SettleCollege

www.settlecollege.org.uk



Dear Candidate,

Thank you for your interest in the post of a General Kitchen Assistant which offers the successful candidate the opportunity to work in this thriving and successful 11-



18 rural school. We are a happy school community where innovation, creativity, enterprise and a sense of fun and enjoyment is encouraged, valued and celebrated. We recognise each student as an individual and every single student brings their own unique personality, skills, talents, and interests. Academic success is important but so is our commitment to ensuring that students develop the skills that will prepare them for life-long learning.

If you would like more information, or to visit, please feel free to contact the school by telephone or by e-mail and we will be more than happy to accommodate your requests.

Yours faithfully

A handwritten signature in black ink, appearing to read 'G. Whitaker'.

Mr Gareth Whitaker



Core Aims

Our core aim is to provide the best possible educational provision for the young people of North Craven, preparing them for life-long learning in a rapidly paced world, and enabling them to fulfil their potential and strive to be their best. Our development & improvement planning continues to focus on the following key themes.

- Securing outstanding progress and achievement for all our students including a commitment to developing resilience in our learners, alongside other vital skills for lifelong learning.
- Promoting respect and courtesy that creates a happy school culture and learning climate.
- Providing high quality learning and teaching, through a rich, exciting curriculum.
- To ensure we create independent, confident, and self-directed learners that communicate well in life.
- Building a strong partnership between families, students and staff at the centre of all we do.



REASONS TO WORK FOR US



10 REASONS TO WORK FOR US

1. Our students are unique, enquiring and vibrant.
2. Students thrive through the ethos of a small school, where they value that they are respected and nurtured as an individual.
3. At all ages, our students have a sense of pride and relish the opportunity to represent and lead within the school.
4. The school community is committed to placing the students first to allow everyone to achieve their best.
5. An entire staff and governing body with a passionate commitment to our school.
6. Our Senior Leadership Team continue to teach and, as such, have realistic experiences of school life on every level.
7. All the Senior Leadership Team have a genuine open-door policy, where everyone's opinion matters.
8. We have high levels of staff retention, with many staff working here for at least ten years, demonstrating career fulfilment.
9. We are invested in the career progression of our staff.
10. We are proud to be at the heart of the local community in which many of our staff live.



CPD

At Settle College, we understand the value of a high-quality professional development programme. We offer a range of activities as part of our weekly CPD meetings for teaching staff, as well as opportunities for external CPD in line with staffs' and the school's improvement priorities. The key features of our CPD schedule are:

- Opportunities to share good practice for teaching and learning across all teaching staff and within departments.
- Meetings focusing on our school improvement priorities, giving staff time to embed the strategies and systems within their subject area.
- Updates regarding special educational needs, with discussions surrounding support for individual students.
- Following an increase in external CPD during lockdown, we allow time for staff to continue to complete independent training on an area of particular interest to them. This includes activities such as online courses, webinars and wider reading.
- Sessions that focus on supporting both staff and student wellbeing.
- The opportunity for all staff to apply for external CPD that relates to their role in school or to support career development, for example through NPQs.

May 2019, our latest Ofsted inspection judged that the school continues to be good, with the leadership team maintaining the 'good quality of education in the school since the last inspection'. The full report notes many positive aspects of the school and is available on the school website ([2019 Ofsted Inspection](#))

Our school ethos was demonstrated throughout the visit, where inspectors noted that '**pupils enjoy school**', creating an '**atmosphere of mutual respect and care in the school**' that '**has a very positive impact on learning and pupils' progress**'.

The sixth-form provision was described as '**effective and well led**', where the students spoken to were '**fulsome in their praise of their teachers and the time and effort staff put in to support, care for and challenge them**'.

The report recognised that '**pupils study a broad and interesting curriculum**', with a programme devised to develop pupils' knowledge, skills and understanding across a wide range of subjects. There is praise too for the '**wide range of extra-curricular activities and trips**' that are open to all.

Ofsted

Feedback from teaching staff to the inspectors explained that they '**value the training that they are given to improve their skills**'.

The wider leadership in school was also recognised as a strength, where '**subject leaders are enthusiastic, knowledgeable and skilled**'.

The governing body '**know the school very well**' and are '**clear about its place in the local community**'.

There was particular praise for the headteacher, who has '**led the school with vision, vigour and a real sense of moral purpose**'.

The Catering Department

The Catering department is responsible for delivering an efficient catering service, operating to the highest standards of food safety.

Our dedicated team of staff provide a wide variety of choices ensuring there is always something to tempt all tastes.

Our food is nutritionally balanced and healthy, meeting all government guidelines and standards. As well as the regular menus there are also themed days which often coincide with festivals and celebrations from other cultures and traditions such as Chinese New Year.



Person	Role
Mrs Georgina Daley	Operations Manager
Zoe Gill	Catering Manager
Margaret Eccleston	Cook
Lunar Wood	General Kitchen Assistant
Santina Metcalfe	General Kitchen Assistant
Rachel Booth	General Kitchen Assistant



Job Role

Responsible to: Catering Manager

Established Variable Hours Contract: 20.00 - 27.50 hours per week – Term time Only

Relationships

The postholder reports to the Catering Manager. The postholder interacts with other professional colleagues and should establish and maintain productive relationships with them to promote continuous improvement of the canteen at Settle College

Job Purpose

The core focus of this job is to assist the Catering Manager in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by performing duties such as basic food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.

Job Context

Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise & smells. However, protective clothing will be provided e.g. apron

The post holder is not carrying out arithmetic calculations.

An enhanced Disclosure Barring Service (DBS) clearance is required for this post.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Main Responsibilities:

1. Carry out basic food preparation tasks, for example, weighing-up food, preparing fruit and vegetables, making sauces, and removing items from ovens.
2. Refill and replace sauces, condiments, and other consumables.
3. Putting out dining tables and chairs before service and cleaning them before putting away into storage after service.
4. Serving food and beverages to pupils and staff.
5. Tidying up the kitchen and dining room and carrying out cleaning and washing up duties.
6. Sweeping and mopping floors.
7. Removing waste and rubbish to the designated area.

Communications

Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits.

Listen actively and respond to the concerns of children and young people.

Oral communication with the Catering Manager and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen.

Resource management

Assist the Catering Manager and other kitchen staff in the careful use and maintenance of equipment including reporting faults to the Catering Manager etc.

Use efficiently services such as gas, electricity and water.

Skill Development

Attend training courses as required including Food Hygiene and Health & Safety

Safeguarding:

To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Systems and Information:

Carry out all work in accordance with the policies and procedures included in:

- The Food Safety Management System
- The COSHH Manual
- The Risk Assessment Manual
- Other relevant NYCC policies and procedures

Data Protection:

To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety:

Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health & Safety, food hygiene and COSHH regulations at all times.

Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities:

We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.

Flexibility:

Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. All staff are required to comply with Settle College Policies and Procedures.

Customer Service

The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.

The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

The duties may be varied to meet the changing demands of the College, or the professional development of the post holder.

The job description may include all such other duties as the Principal and Governors may reasonably expect from time to time.

Whilst this job description provides a summary of the post, it is not a comprehensive list or description, and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the College's policies, procedures and ethos.

The College reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Settle College are successfully achieved.

In relation to Data Protection, information Security and confidentiality, all staff are required to comply with the College's policies and supporting documentation.

Personal Qualities

This job description is current, but following consultation with you, may be changed by the Headteacher and Governors to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Personal Qualities	Essential	Desirable
Knowledge and experience		
Knowledge of current guidance and legislation with respect to food hygiene and food safety	√	
Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices	√	
The knowledge and understanding of good cookery and correct working practices in a kitchen environment	√	
Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards)	√	
Experience of working in catering establishments including the cooking and services of food		√
Qualifications, Skills and Training		
The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties	√	
Be reliable, dependable and have a smart and tidy appearance	√	
Be able to work as part of a team	√	
Good interpersonal communication skills	√	
Level 2 Award in Food Safety in Catering		√
Food hygiene certificate	√	
Willingness to undertake relevant training	√	
Other Requirements		
Enhanced DBS Clearance	√	
Physical Ability to carry out the duties of the role.	√	
To be committed to Continuing Professional Development	√	
Motivation to work with children and young people	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	
An empathy for equality & diversity	√	

Application Process

Potential candidates have the opportunity to visit the College in action. Please contact Mrs Kellett to arrange a suitable appointment.

Candidates should submit the following:

Completed Application Form

Personal letter of application, which indicates your experience and impact to date and what you can offer Settle College of no more than two sides of A4.

Formal interviews will take place at Settle College – following this all candidates will be contacted, both successful and unsuccessful.

Interviews will be held
**w/c 9th September
2024**

Please telephone 01729 822451
until the closing date

Please email completed applications to the
Headteacher, Mr Gareth Whitaker:

admin@settlecollege.n-yorks.sch.uk

**by 9.00 a.m. on Monday 2nd September
2024**

Applications by post are also accepted by
the stated deadline.

Please note that references may be
requested prior to interview for those who
are shortlisted.



Hear from our staff and students...

'Settle College, a school I will remember for being one of the most incredibly supportive environments, so much so that my outcomes would not have been where they are without the teachers and staff that supported me'

Former student

"The teachers are second to none and really make the school what it is."

Current student, year 12

"My teachers were my absolute rock in Sixth Form. They recognised my potential and supported me so much, teaching their subjects but also treating me and my peers like young adults."

Former student

"Thank you to all the teachers for being great teachers and thank you to the cleaners who keep our school clean and thank you to the chefs who cook our meals. A big thank you to everyone that is a part of this amazing school."

Current student, year 8



Settle College - Recruitment and Selection

Settle College is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy [here](#) and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment.

This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Settle College is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

