



Whitehill Primary School

KITCHEN ASSISTANT-15 hours per week:

We are seeking a committed team-player who can support the provision of delicious cooked meals to the children in our 750 strong school.

The Role:

- Serving meals, general kitchen and cleaning duties as directed

The Person:

- Have high organisational skills for themselves
- Works well in a team and is reliable and flexible with a capacity for hard work
- Understands and practices safeguarding policies
- Understands and practices requirements for food hygiene and dietary and allergy restrictions
- Experience of working in a busy kitchen preferred
- Uniform will be provided

This appointment will be for November 2018. 15 hours per week 11am – 2pm. 39 weeks per year (term-time only, plus 5 extra days). Salary for this role is KR2 range (£5,168 per annum).

Applications can be found at www.whitehillprimary.kent.sch.uk.

Interested applicants should submit their applications by email to lpond@whitehillprimary.kent.sch.uk by Sunday 11th November, 2018.

Information about the school

Our School is a vibrant school that became an Academy on 1st April 2014 as part of the Gravesend Grammar School Academies Trust. The School has committed staff who strive to ensure the pupils achieve the very best they can at all times.

The recent Ofsted Inspection (January 2017) judged the School as 'Good' stating that 'Pupils learn in a happy, safe and calm atmosphere.' We believe in creating the highest quality and exciting learning opportunities.

Our ethos of 'Happy, Helpful and Hardworking' pupils underpins everything we do and we pride ourselves on strong working partnerships with parents, governors and the community.

Please visit our website for an impression of the school and download an application form – www.whitehillprimary.kent.sch.uk.

Initial applications can be made online or on downloaded application forms. Downloaded application forms should be e-mailed to lpond@whitehillprimary.kent.sch.uk.

Whitehill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school will conduct all necessary safer recruitment checks before employment commences.

This post is subject to pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, reference checks, identity and proof of right to work in the UK. Whitehill Primary School is an equal opportunities employer.



Whitehill Primary School

KITCHEN ASSISTANT JOB DESCRIPTION

Summary of Role:

Accountable to the Cook and her deputy.

Duties include preparation of food, serving of meals, general kitchen and cleaning duties as directed.

Supporting the Cook and her team in the day to day running of the kitchen in compliance with relevant Health & Safety and Food Hygiene requirements.

Must possess the ability to work flexibly and as part of a team. Punctuality, reliability and capacity for hard work are essential. Previous experience is desirable but not essential. A uniform will be provided.

Role and responsibilities:

- Preparing the dining room and kitchen for the serving of meals in accordance with good practice;
- Ensuring that the dining room is cleared during service and tidying up undertaken
- Cleaning the kitchen, surrounding areas and equipment to ensure the kitchen cleanliness is maintained at a high level;
- Regularly check kitchen equipment e.g. mixers, fryer, utensils, work surfaces are in accordance with specified procedures to ensure all equipment is hygienic and in safe working order and complies with relevant regulations;
- Maintain a safe working environment;
- Attend training courses as required and assist in the training of other catering staff as directed;
- Comply with Health & Safety, Fire Regulations and other relevant School and Trust policies;
- NVQ Cooking and Food Preparation or equivalent qualifications desirable but not essential;
- Previous experience of working in a busy kitchen;

Experience: be able to show evidence of:

- Contribute to day-to-day smooth running of the kitchen;
- Have the ability to work in a team, and escalate problems as necessary;
- Ability to work to tight deadlines;
- Good planning and organisational skills;
- Ability to organise own work load;
- Ability to prioritise work and deliver on time;

Health and Safety:

- Understand and be able to apply Health and Safety procedures relevant to the job such as:
 - Manual handling,
 - Safe use of machinery and/or equipment,
 - COSHH,
 - First Aid and Hygiene Practice