



**North East  
Learning Trust**

**Kitchen Assistant  
Teesdale School & Sixth Form**  
Applicant information pack

**Kitchen Assistant**  
**Required October 2022**  
**17.5 Hours per week – term time**  
**Permanent Contract**  
**NELT Grade 1 SCP1-SCP3**  
**Actual Salary £7454 - £7679**  
**(£18,333 - £18,887 pro rata)**

Teesdale School and Sixth Form is part of the North East Learning Trust and are seeking to appoint a Kitchen Assistant to join our dedicated team.

We have 700 children across the school including the Sixth Form and we were rated as 'Outstanding' by Ofsted in June 2019.

Nestled in Barnard Castle in the spectacular Teesdale countryside and imprinted with the historic values of the Dales and our close-knit community, Teesdale School is a place where traditional values of kindness, respect and hard work take precedence. Within 30 minutes of both Darlington and Durham and just over an hour from York and Newcastle, our idyllic yet convenient location affords our staff an enviable quality of life.

**The successful candidate will:**

- Hold a basic Food Hygiene qualification (or equivalent), or be willing to undertake the relevant training.
- Assist in the preparation and delivery of the school catering services.
- Carry out all duties to the required high standards of food hygiene/handling and safe working practices.
- Work as part of a small strong catering team.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Experience of working in a kitchen or catering service is desirable although not essential.

**We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

**Deadline:** Friday 7<sup>th</sup> October 2022, 9am  
**Interviews:** To be confirmed

**How to apply:**

Application packs can be downloaded from the website.

Letters of application should be returned by email with application forms to [tracy.tuck@teesdaleschool.co.uk](mailto:tracy.tuck@teesdaleschool.co.uk) or by post to Tracy Tuck, PA to the Leadership Team, Teesdale School, Prospect Place, Barnard Castle, Co Durham DL12 8HH. Please do not submit a CV unless it is to compliment your application form.

## Job description

<b>Post title:</b>	Kitchen Assistant
<b>Responsible to:</b>	Cook in charge
<b>Responsible for:</b>	Supporting the smooth operation of the school kitchen
<b>Salary Band:</b>	NELT Grade 1 - SCP1-SCP3 <b>Actual Salary</b> £7454 - £7679 (£18,333 - £18,887 <b>pro rata</b> )
<b>Contract:</b>	Term Time, Permanent
<b>Hours of Work:</b>	17.5 Hours per week 10am – 1.30pm – Monday-Thursday 10.15am – 1.45pm Friday

### Job purpose:

- To assist in the preparation and delivery of the school catering services.
- To carry out all duties to the required high standards of food hygiene/handling and safe working practices.

### Duties and responsibilities:

- To wash up dishes etc in compliance with correct procedures to ensure hygiene standards are maintained.
- Operate the dishwasher following correct usage procedures to ensure optimum results.
- Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc are used to ensure hygiene standards are maintained.
- Serve meals, snacks and beverages if required, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing is used.
- Assist with the operation of the school laundry as required.
- Assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations.
- To attend or undertake any training courses relevant to the post, ensuring continuing, personal and professional development.
- To work as part of a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- The Post holder may undertake any other duties that are commensurate with the post.

### General

The duties and responsibilities highlighted in this 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 extent of the post and the grade has been established on this basis.



## Health and Safety

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly any defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

# Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>Willingness to undertake training</li> </ul>	<ul style="list-style-type: none"> <li>Basic Food Hygiene Certificate</li> <li>Experience in working in kitchen / catering service</li> <li>Knowledge of food hygiene / handling and safe working practices</li> </ul>
/Experience/ Knowledge		<ul style="list-style-type: none"> <li>Catering experience</li> <li>Some knowledge of Health and Safety procedures in a catering environment</li> <li>Some knowledge of food preparation / cooking skills</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Ability to work methodically, thoroughly and consistently to a high standard</li> <li>Ability to organise work and ensure all areas are covered thoroughly</li> <li>Ability to work under pressure to meet deadlines</li> <li>Flexible team working</li> <li>Ability to carry out duties within a busy environment</li> <li>Ability to communicate within a team, reporting information as required</li> <li>Ability to interact with children and adults, both friendly and professionally</li> <li>Ability to use cleaning products to comply with Health and Safety guidelines</li> <li>Demonstrate knowledge of high standards of kitchen cleanliness</li> <li>Ability to monitor some food stock control</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>Ability to adjust working hours to meet service demands as required</li> <li>Ability to perform physical tasks on a frequent basis</li> <li>Ability to lift / carry light catering equipment and heavy pans etc</li> <li>Ability to be physically active for periods of time</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate an interest in developing cooking skills</li> </ul>

### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.