



Candidate Information Pack

Domestic and Kitchen Assistant

Closing Date for Applications: Monday 9th
September 2024





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Acre View
Primary School

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Welcome From Our Head Teacher

Dear Candidate,

I am delighted that you are interested in joining our organisation in the role of Domestic and Kitchen Assistant. I hope that this information pack gives you a flavour of the role and of the school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school in the beautiful village of Lydiate in Sefton. We will cater for primary aged children with a range of complex Special Educational Needs and Disabilities. We will support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; SEMH; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

We offer you the highest training opportunities within a team of fantastically skilled members of staff who put children first and foremost. Our pupil centred approach can be intensive yet rewarding, we are a real team with mutually supportive members who listen to and learn from each other.

This exciting opportunity of starting at 'day one' allows the successful candidate to be a part of a positive and highly effective team,

If you are an effective Domestic and Kitchen Assistant who is considering applying to for this essential role, please email our HR Department at schooloffice@acre-view.co.uk to arrange a discussion with myself with regards to the role and to receive the information pack and application form.

With warm regards,

Liz Wynne

Head Teacher of Acre View Primary School



Acre View
Primary School

About Our New School

Our dedicated staff will be committed to supporting children towards making outstanding social, emotional and academic progress.

At Acre View Primary School, the well-being of children will be at the heart of what we do, our aim is to support children becoming happy, confident and safe.

This means we will focus on ensuring pupils are healthy, aspiring, nurtured, responsible, respected and included.

We will work hard to foster positive relationships and to promote a calm and caring environment, in order for our children to achieve their potential, to be healthy and to live fulfilling lives.

Our high aspirations for our children will be soundly reflected within the caring, organised and effective ethos which will be led from the top. This will include a dynamic vision for the set up and development of the new school.

- ✓ Learning to be **understanding** and **responsible**;
- ✓ **Including all**;
- ✓ **Being friendly, fair** and **respectful**;
- ✓ **Being engaged** and **resilient** learners.



Role Overview & Application Process



We are seeking to appoint a talented Domestic and Kitchen Assistant

Closing date for applicants: Monday 9th September 2024 at 9am

Interview Date: September 2024

Salary: £14,182.80 - £14,655.56 (pt 10 – 12)

Contract Type: Permanent, 26.5 hours per week, 44.6 week plus contract

Role Overview:

The successful candidate will be responsible for ensuring a safe clean environment and high quality food.

What we're looking for:

- Significant site cleaning experience
- Knowledge of Health and Safety issues in a working environment
- Knowledge of COSHH within a working environment
- Clean full driving licence

You will be:

- Assisting with the preparation, cooking and serving of school meals (high quality food and drink) to an efficient and effective manner, minimising waste.
- Understanding dietary requirements.
- Maintaining the highest hygiene standards, as well as working in line with our policies and procedures.
- Maintaining stores and equipment.
- Assisting in the general cleaning of the School.

Application Process:

An application form can be complete online via <https://form.jotform.com/230594201621345> and further information can be downloaded from the charity website or by contacting schooloffice@acre-view.co.uk. **The School does not accept CVs.**

The 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 successful applicant will be subject to rigorous recruitment & online checks. Acre View Primary School is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

EMPLOYEE BENEFITS



Looking after you and your health

- All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:
 - ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
 - ✓ Get **care planning and social care advice**
- ... And after 6 months of employment and membership of Benenden, you can:
 - ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
 - ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
 - ✓ Get access to **physiotherapy** and **mental health counselling support**

Looking after you and your family in the difficult times

- All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the future

- All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.
- The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

Building your capability

- From day 1 of your employment you will be supported with your
 - **Continuous Professional Development**, with a focus on supporting you
 - to build your personal levels of capability; helping you to become the
 - **best version of you that you can be.**

Person Specification

Domestic and Kitchen Assistant

Acre View 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.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Level 2 Food Safety and Hygiene certificate or willing to work towards 	<ul style="list-style-type: none"> Proficiency using IT systems Qualifications related to Health & Safety and/or COSHH Valid driving licence Catering qualification 	<ul style="list-style-type: none"> Application Form Production of Academic Certificates
Experience	<ul style="list-style-type: none"> Significant site cleaning experience 	<ul style="list-style-type: none"> Experience of working in a school 	<ul style="list-style-type: none"> Application Form Interview Professional References

Person Specification (Cont.)

Acre View 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.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Knowledge & Skills	<ul style="list-style-type: none"> • Physically fit and practically minded • Innovative and adaptable to work situations and emergencies • Knowledge of Health and Safety requirements in a kitchen environment • Strong communicator • Interest in working with young people 	<ul style="list-style-type: none"> • Able to collaborate within a team • Knowledge of working with pupils with complex special educational needs 	<ul style="list-style-type: none"> • Application Form • Interview • Professional References

Job Description

Domestic and Kitchen Assistant

Acre View 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.

Summary of The Role:	<p>Assisting in the general cleaning of the building, serving and clearing dining and kitchen areas, maintaining a high standard of hygiene throughout. Assist in providing appealing, nutritious and well balanced meals to a high standard for all school users, whilst delivering effective portion and cost control; achieving high levels of Food Hygiene and Health & Safety standards at all times.</p>
Line Management Responsibility To:	
Main Duties and Responsibilities:	<p>Domestic Assistant:</p> <ul style="list-style-type: none"> • Ensuring all areas of the school buildings are maintained to a high standard of hygiene and cleanliness • Preparation of dining areas, serving meals and clearing away • Ensuring all cleaning equipment and machinery is kept in good repair and report any faults • Ensuring Health & Safety standards are maintained and safe working practices adhered to within the section, being mindful of hazardous substances and COSH regulations • Safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact • The following of all school's policies and procedures • Any other duties which may be required from time to time suited to the grading of the post <p>Health and Safety:</p> <ul style="list-style-type: none"> • To support the Head of Premises & Compliance with responsibilities under the Health & Safety at Work Act for the safety of all users and visitors to the school • To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways • Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Premises Manager as quickly as possible • To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely <p>Food Preparation:</p> <ul style="list-style-type: none"> • Assist to prepare, cook and present food ready for service on a daily basis, ensuring the consistency of presentation is maintained • Assist the School Chef to ensure food is nutritionally balanced • Assist the School Chef to ensure food options cater for a range of dietary needs and tastes, with 'something for everyone' • To monitor food levels during various service periods

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Main Duties and Responsibilities:

Stock Control:

- To ensure, when necessary, that all products are checked on delivery and stored in the appropriate areas.

Health & Safety:

- Ensure full compliance throughout all food handling and storage with accurate recording of critical temperature controls, and thawing and chilling times, as well as completion of cleaning procedures as per cleaning policies and checklists.
- Ensure adequate risk assessments and systems of controls are in place for all catering activities.
- Ensure the removal of all food and packaging waste from kitchens and service areas in a hygienic and safe manner.
- To participate in the care and the cleaning of the kitchen areas and equipment as required
- To ensure that all aspects of the Food Safety Act are met.



