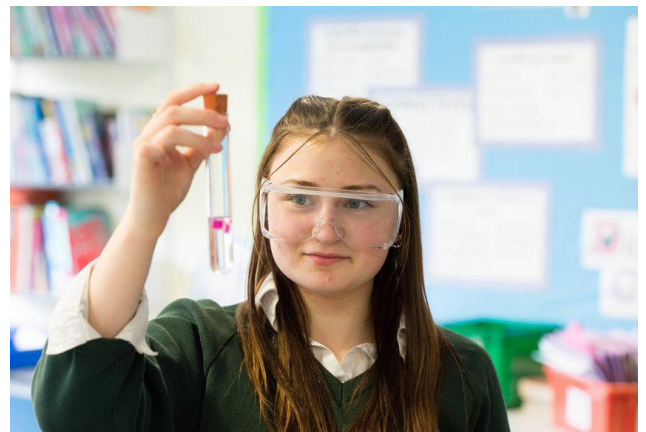




KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area. Although some pupils need more support, most of our students come to school eager to learn and to contribute to their school community. The local community is supportive of the school, the catchment area is well defined and we have excellent relationships with parents who choose to send their children here. There is pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. The opportunities for your personal development are rich in this school.

Thank you for considering King James's School.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Catering Assistant

Monday to Friday. 27.5 hours per week

Term Time Only (plus training days and 3 additional days)

NYCC Grade AB (£12 per hour)

Fixed term Contract September 2024 to July 2025

We are looking to appoint a self-motivated Catering Assistant to work in the main kitchen and Sixth Form Café. Our team is dedicated to maintaining the highest standards of food safety and delivering exceptional customer service.

Position Details:

- **Working Hours:** 9 AM – 3 PM, Term Time only, with additional training days and 3 extra days for cleaning or events throughout the year.
- **Benefits:** Competitive salary, access to a contributory local pension scheme, and staff discounts.

Responsibilities:

- Support food service and basic food preparation.
- Manage stock rotation.
- Perform general kitchen tasks.

No prior experience is necessary; however, candidates must be willing to undertake essential training, such as Food Hygiene certification.

About Us: King James's School is a large 11-18 comprehensive school renowned for providing high-quality professional development and career opportunities for all staff.

Commitment to Safeguarding: We are dedicated to safeguarding and promoting the welfare of young people and expect all staff members to share this commitment. An enhanced DBS disclosure is required for this post.

Application Process: To apply, please visit our school website for an application form. Submit completed applications via email to recruitment@king-james.co.uk by Thursday, 25th July 2024, at 8:00 AM.

Please note that CVs will not be accepted.



The Catering Team

King James's School is proud to offer this outstanding opportunity to join a highly committed Catering Team, who deliver an outstanding service to both our students and staff.

We are a multi award winning catering provision that has been recognised to have improved menu choices, decreased its cost base, reduced waiting times while delivering value for money and producing exceptional quality dishes.

All students have access to our recently refurbished Food Court at breakfast, morning break and lunchtime. The Food Court provides an adult dining experience allowing students the freedom to choose. Our school meals offer excellent variety and value for money. In addition to classic school dinners prepared on the premises, we have introduced a range of 'grab and go' hot and cold meal options to cater for students with busy lunchtime schedules.

The environment in the extended dining area is more like a shopping mall food court than a school dinner hall, providing 14 hot meal combinations including pasta, noodle and rice pots. There is also a sandwich 'grab and go' area and a separate Sixth Form and staff café. We will often serve over 900 students in 15 minutes with over 80% of the school using the facility daily equating to 1400 transactions. The operation is currently staffed between 06.45 and 15.00 with frequent evening events and presentations supported by our hospitality service.

Our Sixth Form menu has a variety of sandwich and snack options, fresh bean to cup coffee and a range of 'grab and go' items.

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to: recruitment@king-james.co.uk and be received by: **Thursday 25th July 2024, 8.00am**

Thank you for your interest in this post. If you have not heard from within 21 days of the closing date, please assume your application has been unsuccessful, in that event, may we wish you well in your search for a suitable position.



All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Catering Assistant

<i>Responsible to:</i>	<ul style="list-style-type: none"> • Head Chef • Director of Business Services
<i>Salary NYCC Band:</i>	Grade AB
<i>Full Time/Part Time:</i>	Part Time
<i>Hours:</i>	27.5 hours per week
<i>Full Year/Term Time Only:</i>	Term Time Only

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

JOB DESCRIPTION

POST: Catering Assistant	
GRADE: B	
RESPONSIBLE TO: Head Chef / Director of Business Services	
STAFF MANAGED: None	
POST REF: ED6702	JOB FAMILY: 4
JOB PURPOSE:	The core focus of this job is to assist the Head Chef in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to students and staff, washing up and cleaning the kitchen and dining room.
JOB CONTEXT:	<p>The Catering Assistant works within the school food court and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise and smells. However, protective clothing will be provided e.g. apron.</p> <p>The post holder is not carrying out arithmetic calculations</p> <p>An Enhanced Disclosure Barring Service (DBS) clearance is required for this post.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> • Accepting deliveries and stock rotation • Cooking of bulk products including, pasta, rice and noodles • Carrying out basic food preparation tasks, for example, weighing-up food, preparing fruit and vegetables, making sauces and removing items from ovens • Refilling and replacing sauces, condiments and other consumables • Putting out dining tables and chairs before service and cleaning them before putting away into storage after service • Serving food and beverages to pupils and staff • Tidying up the kitchen and dining room and carrying out cleaning and washing up duties • Sweeping and mopping floors • Removing waste and rubbish to the designated area
Communications	<ul style="list-style-type: none"> • Communicates with students and staff at service times, to ascertain their needs and support them in developing good dietary habits • Listen actively and respond to the concerns of students and staff • Oral communication with the Head Chef and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen.
Resource management	<ul style="list-style-type: none"> • Assist the Head Chef and other kitchen staff in the careful use and maintenance of equipment including reporting faults to the Head Chef etc. • Use efficiently services such as gas, electricity and water
Skills Development	<ul style="list-style-type: none"> • Attend training courses as required including Food Hygiene and Health and Safety

Safeguarding	<ul style="list-style-type: none"> To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<ul style="list-style-type: none"> Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> The Food Safety Management System The COSHH Manual The Risk Assessment Manual Other relevant NYCC and KJS policies and procedures
Data Protection	<ul style="list-style-type: none"> To comply with the King James's School (KJS) and County Council's and School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> KJS provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council and KJS Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> King James's School 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. King James's School 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.
Date of Issue:	January 2016

PERSON SPECIFICATION

JOB TITLE: Catering Assistant

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Basic knowledge and appreciation of the need for a caring approach with children with regard to the importance of healthy eating• Knowledge and understanding the importance of good personal hygiene and cleanliness in relation to food preparation and storage	
Experience <ul style="list-style-type: none">• Experience of undertaking basic kitchen tasks	<ul style="list-style-type: none">• Experience of working in a catering establishment carrying out basic catering tasks
Occupational Skills <ul style="list-style-type: none">• 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	
Qualifications <ul style="list-style-type: none">• Willingness to undertake necessary training e.g. food hygiene	<ul style="list-style-type: none">• Level 1 Food Hygiene Certificate
Other Requirements <ul style="list-style-type: none">• Enhanced DBS clearance• Physical ability to carry out the duties of the role	

NB – Assessment criteria for recruitment will be notified separately.