



De La Salle School

INFORMATION FOR APPLICANTS

KITCHEN ASSISTANT

Grade: Scale 2 (Range 2-3)





De La Salle School

Dear Candidate

Welcome to De La Salle School.

De La Salle School, Basildon, was founded by the De La Salle Brothers in 1972. Known then as St Anselm's RC Comprehensive, the school served families of Basildon until 1996 when it changed its name to De La Salle School.



St Jean-Baptiste De La Salle founded his first schools in the seventeenth century and his core Catholic principles run through all the work we do today.

These Lasallian values make De La Salle School the perfect choice for all families in Basildon and the wider community.

We have the highest expectation of every student entrusted to us. Preparing individuals for the many challenges the modern world has in store for them is central to the work we do. While developing their academic excellence, we support and nurture every individual to become the person God intended them to be.

We are enormously proud of the achievements of our students. When they reach the end of their time with us, we aim for each young person to leave the school confident, happy and fully prepared for the future, whether that is further education, employment or training, we fully support our students at every milestone.

As a former student of De La Salle School, I am immensely proud of all that the school stands for. I know how impressed you will be by our students, who are equally proud to be a part of this community. Their enjoyment and passion for learning is infectious and makes for a learning environment that gives the potential for each and every individual to succeed.

If you feel you want to be part of our journey and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for this role, so please wherever possible contact the school to make an appointment to look around.

Yours sincerely

Paul Norris
Headteacher



De La Salle School

INFORMATION FOR APPLICANTS

KITCHEN ASSISTANT GRADE: Scale 2 (Range 2-3)

Position Start Date: As soon as possible

Contract Term: Permanent

Hours: Part-time

Pay Scale: Scale 2 (Range 2-3)

INFORMATION ABOUT THIS VACANCY

De La Salle School is a caring and thriving oversubscribed fully comprehensive and inclusive 11-16 school with a committed and dedicated staff.

The Governors are seeking to appoint Kitchen Assistants to start as soon as possible.

Position 1:

Hours: 10.30am to 12.30pm, 10hrs per week, Monday to Friday term-time only

Position 2:

Hours: 12.50pm to 2.50pm, 10hrs per week, Monday to Friday term-time only

Pay Scale: Scale 2, actual approx £4,417 per annum (full-time equivalent £19,153 inc. fringe allowance)

You will undertake, as directed, all aspects of the preparation of food and beverages to the standards required by the school including preparation and simple cooking of food & beverages, serving customers, undertaking aspects of cleaning equipment, utensils etc.

De La Salle School is a Christian Community. It is inspired by the vision and example of St. John Baptist De La Salle. Each person is invited to become the person God intends him or her to be. They are expected to live a life of faith and love, following the example of Jesus Christ.

All members of this community are encouraged to grow in awareness of their own unique worth. They are encouraged to use their gifts in responsible and friendly co-operation with others. Within this environment, De La Salle offers a curriculum for children of all abilities.

Whilst the successful candidate is not required to be Catholic, you would be expected to support and follow the Catholic ethos of the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post will be subject to an enhanced DBS check, medical check and references.



De La Salle School

HOW TO APPLY

Closing Date for Applications: Friday 24th June, midday

Shortlisting: Friday 24th June

Interview Date: w/c 27th June

Please indicate on your application if you are applying for Position 1 or Position 2.

We encourage prospective candidates to visit the school before making an application.

If you would like to arrange a visit, please contact Sarah Wilkinson, PA to Headteacher (01268 281234) to make an appointment.

Please submit your Application Form together with your supporting statement, outlining your reasons for applying for this post, to swilkinson@dlsbasildon.org

In your letter please make reference to information in the recruitment pack, particularly the person specification, and explain why you would be an ideal candidate for De La Salle School and what qualities you will bring to the Team.

If you have any questions, please contact Sarah Wilkinson, PA to Headteacher on 01268 281234.



De La Salle School

JOB DESCRIPTION KITCHEN ASSISTANT

Job Title	Kitchen Assistant
Applicable to	All Schools
Grade	Scale 2
Reports to	Catering Manager
Liaison with	Other catering staff
Job Purpose	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school.
Duties	<ul style="list-style-type: none">• The preparation and simple cooking of food & beverages.• Serving customers at the counter/hatch or from a trolley or kiosk as required.• To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.• During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.• To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.• To attend training activities and/or meetings as required.• Occasionally to assist with special functions at the school which may be outside of normal working hours.• To report any customer comments or complaints and take any necessary remedial action if appropriate.• Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



De La Salle School

PERSON SPECIFICATION KITCHEN ASSISTANT

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of the preparation and cooking of simple food & beverages Experience of Serving customers at the counter/hatch or from a trolley or kiosk as required Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. Basic level of education
	Knowledge of relevant policies and procedures	General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
	Literacy	Basic reading and writing skills
	Numeracy	Basic numeracy skills
	Technology	Ability to use kitchen and cleaning equipment
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information, as required



De La Salle School

Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role