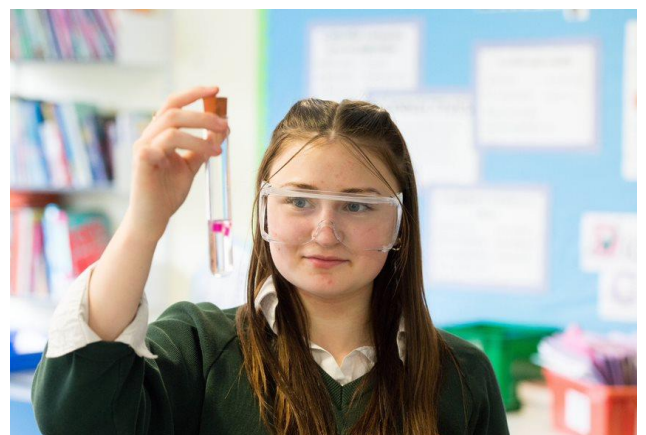




KING JAMES'S SCHOOL
KNARESBOROUGH

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.

Carl Sugden
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Assistant Cook

40 weeks per year

(Term Time + Training Days + 1 week)

Immediate start. 37 hours per week

Grade D: £16,847 - £17,528 actual

This is a superb opportunity to assist an award winning catering team serving over 1200 people daily via our Food Court, 6th Form Café and hospitality services.

You will need to be passionate about food, service and quality.

As the school's Head Chef's Assistant Cook, you will support the Assistant Chef with preparing both hot and cold meals for breakfast, break and lunch. You will be able to assist with responsibility for the safe, effective and efficient operation of all activities within the kitchen of a large inclusive secondary school. Baking skills would be beneficial but are not essential.

We offer a competitive salary, generous holidays, quality professional development and career opportunities and access to a contributory local pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS disclosure is required for this post.

For an application form please visit our school website. Completed applications must be submitted via email to: recruitment@king-james.n-yorks.sch.uk and received by **Monday 13th June 2022, 8.00am.**

Please note that CVs will not be accepted.



Catering Services

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 food servery at breakfast, morning break and lunchtime. The school 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 catering operation provides a wide range of hot meal combinations including pasta, noodles, rice pots and plated meals. 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.

You will be supporting the Assistant Chef and Head Chef to move the provision forward, along with the Kitchen Supervisor. You will be able to assist in the supervision of a team of Catering Assistants.

Staff Benefits



Benefits Programme

We are delighted that we are able to provide you with access to a large range of employee benefits through Vivup, North Yorkshire County Councils employee benefit scheme.



Employee Assistance Programme

Through Health Assured, our employee assistance programme, you can access information, resources and counselling on any of the challenges that life may bring. The service is free, confidential and available anytime any day by email, phone or online.



Pension Schemes

Access to Generous contributory Local Government Pension Scheme & Teachers Pension Scheme



Childcare Vouchers

Access to vouchers for childcare



Discounts on High Street and Online Shopping

Access to vouchers for shopping both online and in store including the major supermarkets.



Wellbeing Initiatives

We value the contribution of all staff members and are committed to promoting and maintaining their health and wellbeing via a number of initiatives.



Community and Ethos

Be part of a community that staff describe as 'caring, inclusive, respectful and fun'.



Annual Leave

For support staff who work a full year contract, we offer a generous annual leave package starting at 24 days per year.



On Site Parking

Free staff parking on site



Cycle to Work

Access to salary sacrifice schemes to purchase a brand new bike.



Catering Facilities

Access to Catering Facilities onsite

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.n-yorks.sch.uk and be received by:
Monday 13th June, 8.00am.

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





North

Yorkshire County Council

Children & Young People’s Service

King James’s School, Knaresborough

JOB DESCRIPTION

POST: Assistant Cook	
GRADE: Grade D	
RESPONSIBLE TO: Head Chef and Assistant Chef	
STAFF MANAGED: None	
POST REF: 041306	JOB FAMILY: 4
JOB PURPOSE:	The core focus of this job is to support the Assistant Chef in delivering an efficient catering service operating to the highest standards of food safety and with a good understanding of HACCP and allergens. The post holder will do this by carrying out duties such as food preparation and serving meals to children and staff.
JOB CONTEXT:	Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat, noise & smells. However, protective clothing will be provided e.g. apron An enhanced Disclosure Barring Service (DBS) clearance is required for this post.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	Support the Assistant Chef in the following operational duties:- <ul style="list-style-type: none"> • The ordering of goods and materials • The receipt and storage of goods and materials in good order as required • Refilling sauces, condiments and other consumables • Preparation, cooking and service of appetizing and nutritious food and beverages as directed • The maintenance of high HACCP standards and requirements • The development of menu’s as required with the Head Chef
Communications	<ul style="list-style-type: none"> • Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits • Listen actively and respond to the concerns of children and young people • Oral communication with the Head Chef and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen. • Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake • Liaising with Head Chef on issues relating to the standards of service in school • Working with children, teachers and parents to encourage healthy eating
Resource management	Support the Assistant Chef in the management of the following resources: <ul style="list-style-type: none"> • Undertake duties associated with the financial management of the catering operation including managing labour costs, management of food costs

	<p>through adherence to menus and recipes, controlling stock and keeping accurate records</p> <ul style="list-style-type: none"> • Support the Assistant Chef in the careful use and maintenance of equipment and reporting faults • The efficient use of services including gas, electricity and water
People Management	<ul style="list-style-type: none"> • Support the Assistant Chef in the supervision of catering staff by allocating, overseeing and checking the work as required
Skills Development	<ul style="list-style-type: none"> • Assess standards of service and assist with the training and development of staff in the kitchen when necessary • Attend training courses and meetings as required • Attend training courses and meetings as required for personal development and mandatory training
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 relevant policies, procedures and regulations <ul style="list-style-type: none"> ○ The Food Safety Management System ○ COSHH ○ The Risk Assessment Manual ○ NYCC policies & procedures • Support the Head Chef to complete all required weekly / termly paperwork and returns accurately and timely
Data Protection	<ul style="list-style-type: none"> • To comply with the King James's School and County Council'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"> • King James's School 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 King James's School and County Council 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:	November 2017

PERSON SPECIFICATION

JOB TITLE: Assistant Cook

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of current guidance and legislation with respect to food hygiene and food safety • Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices • The knowledge and understanding of good cookery and correct working practices in a kitchen environment 	<ul style="list-style-type: none"> • Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards) • Knowledge of the work of the School Food Trust • Promotion skills to encourage the uptake of healthy school meals
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of supervising staff • Experience of working in catering establishments including the cooking and service of food. • Baking skills would be a benefit but are not essential
<p>Occupational Skills</p> <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 • A good standard of cookery skills 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Willingness to undertake relevant training 	<ul style="list-style-type: none"> • Level 2 Award in Food Safety in Catering • Food hygiene certificate • Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 or equivalent • Qualification in nutrition / healthy eating • Health and Safety qualification • Level 2 Numeracy and Literacy
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • Physical ability to carry out the duties of the role 	