



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

School Cook (plus Baking)

40 weeks per year

(Term Time + Training Days + 1 week)

37 hours per week

up to £25,419 full-time equivalent

(up to £22,230 actual: 40 weeks)

This is a superb opportunity to assist an award winning catering team, serving over 1200 people daily via our Main School serveries, Sixth Form Café and hospitality services.

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

As a school's Cook, you will assist the Head Chef with preparing both hot and cold meals for breakfast, break and lunch, plus baking. 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.

You will benefit from a minimal requirement to work during the school holidays in addition to a competitive salary, quality professional development and career opportunities, 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 **Friday 15th July 2022, 08:00am.**

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 food serveries 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' option 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 Head Chef, alongside a second Cook, Catering Supervisor and a team of Catering Assistants.

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 received by **Friday 15th July 2022, 08:00am.**

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



Children & Young People's Service

King James's School, Knaresborough

JOB DESCRIPTION

POST: School Cook (plus Baking)	
GRADE: Grade G	
RESPONSIBLE TO: Head Chef/Director of Business Services	
STAFF MANAGED: Catering Supervisor and Catering Assistants (as required)	
POST REF NO:	JOB FAMILY: 4
JOB PURPOSE:	The core focus of this job is 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 food preparation (including baking) and service and other kitchen management duties including the supervision of staff, ordering food, stocktaking and administration, serving meals to pupils and staff, washing up and cleaning the kitchen and dining room.
JOB CONTEXT:	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 & 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	Supporting the Head Chef with: <ul style="list-style-type: none"> • refilling of sauces, condiments and other consumables • preparation, cooking and service of appetising and nutritious food and beverages as directed • baking as required, including tray bakes, deserts, breads etc • the preparation of the dining room for service • cleaning of the kitchen, dining room and associated areas as required • resolving of problems that arise e.g. with supplies, staff and pupil requirements
Communications	The post holder shall: <ul style="list-style-type: none"> • communicate with pupils at service times, to ascertain their needs and support them in developing good dietary habits • promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake • provide oral communication with catering staff in school, ensuring that work is carried out to the highest standards, reporting of potential hazards in the kitchen • deal with issues relating to the standards of service in school • work with pupils and teachers to encourage healthy eating
Resource Management	Assisting the Head Chef with: <ul style="list-style-type: none"> • management and direction, as required, of other catering staff in

	<p>carrying out their duties, ensuring that they are fully trained to carry out their duties</p> <ul style="list-style-type: none"> • undertaking of duties associated with the financial management of the catering operation, including, managing labour costs, management of food costs through adherence to menus and recipes, controlling stock and keeping accurate records • ordering of goods and materials • the receipt and storage of goods and materials in good order • stock control • ensuring the careful use and maintenance of equipment and reporting of faults • ensuring the efficient use of services including gas, electricity and water
Safeguarding	King James's School expects all employees to be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate
Systems and Information	<p>The post holder shall:</p> <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 • complete all required weekly / termly paperwork returns accurately and in a timely fashion.
Planning and Organising	The post holder will be assisting the Head Chef with the planning of balanced multi-choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils, their varied cultural and religious backgrounds, costs and budgets.
Data Protection	The post holder shall comply with King James's School's and the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<p>The post holder shall 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.</p> <p>The post holder will be expected to work with colleagues and others to maintain health, safety and welfare within the working environment.</p>
Equalities	<p>King James's School aims 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.</p> <p>King James's School ensures that services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users.</p>
Flexibility	King James's School and North Yorkshire County Council provide front line services, which recognise 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	King James's School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect

	<p>and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <p>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.</p>
Date of Issue:	July 2019

PERSON SPECIFICATION

JOB TITLE: School Cook (plus Baking)

Essential upon appointment	Desirable on appointment
<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 • Knowledge of a range of techniques, procedures and practices for preparing, cooking and serving food 	<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 working in catering establishments including the cooking and service of food • Experience of menu planning & costings • Experience of managing staff • Cooking and baking – ideally for large numbers 	<ul style="list-style-type: none"> • Experience of working in school catering establishments • Experience of managing budgets
<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 organisational and time management skills • Stock management skills • Good interpersonal communication skills • An excellent standard of cookery skills • Creativity • Ability to work under pressure and meet deadlines 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Level 2 Award in Food Safety in Catering • Food Hygiene Certificate • Level 2 Numeracy and Literacy • Willingness to undertake relevant training 	<ul style="list-style-type: none"> • 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

Other Requirements	
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- Enhanced DBS clearance
- Physical ability to carry out the duties of the role