



Caistor Grammar School

Job description: Kitchen Assistant

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical, reference and social media/web search checks. All Pre-employment checks are in line with "Keeping Children Safe in Education. Shortlisted applicants will be subject to a social media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.

Job details

Salary:	NJC3 (pro rata, paid in 12 equal instalments throughout the year) Pay Award pending FTE £24,796 (pay award pending) - £12,663 pa (actual)
Hours:	22.5 hours per week (4.5 hours per day)
Hours of Work:	9:00am til 2:00pm (including unpaid 30minutes break per day)
Contract type:	Permanent, Term Time Only (38 working weeks) (Term time comprises 38 weeks per annum. You will be paid pro rata for bank holidays and annual leave, which must be taken during the school holidays.)
Reporting to:	Catering Manager

Overarching Purpose

To work in the (hot and cold) kitchen to prepare, cook and serve meals and assist with day-to-day kitchen duties, as directed by the Catering Manager. To be responsible for the loading and unloading of deliveries and supplies to the kitchen, checking items received are as ordered.

Duties and responsibilities

- Duties include:
 - to prepare and cook, for our students, as directed.
 - serving meals (at lunch and breaktimes).
 - assist with general kitchen duties, wash up and general cleaning as directed.
 - maintaining high standard of cleanliness of the kitchen and surrounding areas.
 - ensuring the correct use of all machinery and equipment.
 - complying with Food Handling & Hygiene standards.
 - complying with Health & Safety regulations.
- Ensure your work area is left clean.
- Other reasonable duties at the request of your line manager, the finance manager or the headteacher.
- There will be a training period by the Catering manager, who will be your line manager. You will work as part of the catering team. Training will also be required for food safety and manual handling.
- A uniform is required and to be worn for hygiene purpose and team appearance. This currently comprises of a hat, black trousers and top with the school logo, safety shoes. These will be provided.

Work Environment

Work Demands	The work is subject to changing demands but does not impact on the overall task to be carried out.
Physical Demands	Working the kitchen equipment may be required to lift heavy pans.
Working Conditions	Working in a kitchen area on school premises in lit and ventilated environment.
Work Context	May be at some risk from use of equipment (e.g. heat from ovens)



Notes:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

- Deadline for applications: Monday 29th June, 12pm (noon).
- Interviews: TBC
- Email: Charlie.coulston@caistorgrammar.com with your application. You must complete an application form to apply for this role. [\[link\]](#) Your application cannot be considered if you do not complete the school form.
- We reserve the right to interview before the deadline date, and appoint & withdraw advert, if appropriate



Person Specification

If you don't have all the experience listed below but are interested in applying, contact the Headteacher's PA, Charlie Coulston (Charlie.coulston@caistorgrammar.com).

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ English and Maths GCSE (desirable).➤ Basic numeracy and literacy skills.
Skills and knowledge	<ul style="list-style-type: none">➤ Food Hygiene Certificate Desirable but training will be given.
Personal qualities	<ul style="list-style-type: none">➤ Suited for individuals who enjoy working in a school and are committed to creating a positive dining experience for our students.➤ Willingness to learn new skills.➤ Have a committed and organized approach.➤ Excellent team player.➤ Have a desire to succeed in your role.➤ Demonstrate exceptional timekeeping and reliability.➤ Enjoys working with students.➤ Awareness of safeguarding (training will be given)➤ Flexibility

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all the experience listed above but are interested in applying, contact the Headteacher's PA Charlie Coulston (Charlie.coulston@caistorgrammar.com) to arrange a discussion with the hiring line manager.

We reserve the right to interview before the deadline date, and appoint & withdraw advert, if appropriate