



**HUNTCLIFF  
SCHOOL**

# **Kitchen Assistant**

**APPLICATION PACK**



## VACANCY

### **Kitchen Assistant**

### **Permanent**

**Grade C SCP 3 - Actual Salary £9,954**

**18.75 hours a week, Term Time plus 5 staff development days**

**To start at earliest opportunity or September 2024**

Huntcliff School is a popular school sharing a site with Saltburn Primary School on a joint learning campus. We are seeking to appoint an enthusiastic well motivated person to join our existing catering team.

Your role will be to support the Catering Manager in delivering an effective catering service in a busy campus kitchen which services Saltburn Primary and Huntcliff school, operating to the highest standards of food safety. On a daily basis you will be serving meals to students and staff, setting out and clearing away dining furniture, washing up and cleaning the kitchen and dining room as well as basic food preparation.

We have:

- A positive and caring ethos and working atmosphere.
- Friendly children, eager to learn and achieve.
- A committed, enthusiastic and supportive staff team.
- Excellent support from the Governing Body, the staff and parents.
- Opportunities for career development.

We are part of a dynamic and supportive MAT, the Vision Academy Learning Trust, which was established in 2016 and currently consists of three secondary schools, of which one is a teaching school, and five primary schools.

For further information about the role or to download an application form, please visit

<https://huntcliff.co.uk/> or <https://valt.org.uk/current-vacancies/>

Please send your completed application to: The HR Team at [vacancies@valt.org.uk](mailto:vacancies@valt.org.uk)

**Closing date: Wednesday 3 July 2024 at 09:00 am**

**Interview Date: Friday 5 July 2024**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



## JOB DESCRIPTION

<b>SCHOOL</b>	HUNTCLIFF
<b>POST TITLE</b>	KITCHEN ASSISTANT
<b>GRADE</b>	SCP 3-4
<b>HOURS</b>	18.75 HOURS PER WEEK (TTO +5 DAYS)
<b>REPORTS TO</b>	CATERING MANAGER
<b>MAIN PURPOSE</b>	To work under the direct instruction of the Catering Manager to prepare and serve food and ensure the campus kitchen and all associated areas are kept clean, hygienic and safe.

## SPECIFIC RESPONSIBILITIES

- Serving meals to students and staff.
- Operating and cleaning catering equipment
- Maintaining standards of cleanliness and hygiene in the kitchen and associated areas, including the dining halls.
- Preparing and clearing away dining areas and service areas.
- Basic Food Preparation
- Ensuring that only the correct cleaning materials are used
- To be aware of COSHH in relation to the above activities and the school's needs
- Follow personal cleanliness and hygiene guidelines and rules
- Be willing to undertake training i.e. First Aid at work

To observe **Health and Safety** regulations and guidelines by:

- Following agreed risk assessment when moving furniture etc. to clean
- Ensuring that cleaning materials are safely stored, and are not accessible to pupils
- Alerting appropriate staff of potential Health & Safety risks or hazards encountered during their duties.
- To be aware of and follow Campus policies and procedures



## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Basic skills/induction</li> <li>• Food hygiene certificate</li> </ul>	
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of catering for school children</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> <li>• The operation of catering equipment/machinery</li> <li>• The ability to communicate with children and adults</li> <li>• A knowledge of basic catering practices</li> <li>• Knowledge of COSHH and Health &amp; Safety regulations</li> <li>• The ability to work to deadlines</li> <li>• Be able to use own initiative and work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH and Health and Safety regulations</li> </ul>
<b>PERSONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>• Pleasant and Friendly manner</li> <li>• Reliable</li> <li>• A high level of personal cleanliness and appearance</li> <li>• Flexibility</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	



# HUNTCLIFF SCHOOL

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## HOW TO APPLY

### To Apply

Application forms and further details are available on the school's website –

<http://www.huntcliff.co.uk/> or visit <https://valt.org.uk/current-vacancies/>

Please send your completed application to: The HR Team at [vacancies@valt.org.uk](mailto:vacancies@valt.org.uk)

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

### Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact

Miss Dobson [fdobson@huntcliff.co.uk](mailto:fdobson@huntcliff.co.uk) to arrange a convenient time.

The 1590 Trust are in the process of consulting on the proposal to merge with Vision Academy Learning Trust (VALT) to form Vision 1590 Academy Trust with a proposed merger date of 01 September 2024.

### Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

### Person Specification

Sets out the criteria to be used for the shortlisting process.

### Confidential References

Two referees should be nominated, including one from your current/most recent employer. Those from an education setting must provide the Headteacher as one of their referees.

**Closing date: Wednesday 3 July 2024 at 09:00 am**

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Academy Learning Trust

Vision Academy Learning Trust is a company limited by guarantee registered in England. Company Number: 10249712

Registered Office: Whinstone Primary School, Lowfields Avenue, Ingleby Barwick, Stockton-on-Tees, TS17 0RJ

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Marske Mill Lane, Saltburn By The Sea, Cleveland, TS12 1HJ |

Huntcliff School operates a robust safeguarding policy in order to provide a safe and secure environment for all our staff, pupils and visitors



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## EMPLOYEE BENEFITS

### Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

### Pensions



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

### Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www. greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.



## Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years service, in addition to statutory bank holidays.

As we are supportive of flexible working we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work live balance.

## Professional Development



As we believe in supporting and developing our staff we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

## Corporate Benefits



We currently offer a range of benefits to staff including the following:

- Corporate membership to;
  - Escape zone at Sporting Lodge - £30 a month (instead of £35)  
£150 – 6 months  
£300 – 12 months
  - Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)



- <https://www.discountsforteachers.co.uk/>
  - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
  - Free to join – discounts on shopping, groceries, days out
  - Also includes some free lesson plans

## Policies and Procedures



Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals





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Saltburn Learning Campus,  
Marske Mill Lane,  
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**Telephone**

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