



<b>Post Title</b>	School Kitchen Assistant
<b>Salary range/grade</b>	Grade S1 to S2 - £7,200 to £8,040 (S1 to S2)
<b>Responsible to</b>	Senior Management Team
<b>Type</b>	15 hours per week, 11am-2pm, 40 weeks per year
<b>Base</b>	ALP Nuneaton
<b>Job Purpose</b>	
To support the cook in providing daily meals for students with learning difficulties/disabilities. To prepare meals in the cook's absence.	
<b>Key Tasks and Activities:</b>	
<p>To work with the school's cook:</p> <ol style="list-style-type: none"> <li>1. To build and maintain successful relationships with learners and staff. Treat them consistently with respect and consideration and be concerned for their development as learners.</li> <li>2. To prepare meals that are fit for purpose. Taking into consideration healthy options, nutrition, balanced diets and dietary requirements of the learners.</li> <li>3. To maintain the highest standard of health and hygiene within the kitchen and dining room environments to ensure the school maintains its five star rating with the food standards agency.</li> <li>4. To understand health, safety and safeguarding issues related to working with children with special educational needs and disabilities</li> <li>5. Undertake menu planning in consultation with senior management team.</li> <li>6. Ensure menus are displayed showing choices.</li> <li>7. Promote healthy eating.</li> <li>8. Determine quantities to be cooked and size of portions to be served, taking into account diets to meet medical, ethnic and personal needs.</li> <li>9. Check quantity and quality of stock received and notify Line Manager of shortages.</li> <li>10. Oversee washing and cleaning of floors, crockery, utensils, work surfaces and other kitchens equipment to ensure that the necessary hygiene, health and safety standards are maintained in the kitchen and dining room as appropriate.</li> <li>11. To wipe down dining room tables and check that staff/children toilets are clean.</li> <li>12. Making shopping trips or making online orders to purchase food needed.</li> <li>13. To ensure the correct labelling, dating and wrapping of products.</li> <li>14. To organise shelf arrangement of all foods including the fridge freezer and cupboards.</li> <li>15. To ensure tea towels are hygienically cleaned, stored etc.</li> <li>16. To clean the dining hall</li> <li>17. To undertake any training as and whenever necessary during your own time.</li> <li>18. To undertake reasonable requests from the senior management team.</li> </ol>	

**Knowledge and Understanding**

1. To be assisted in developing an understanding of the necessary school processes, policies and procedures.
2. To know how to use kitchen appliances effectively and safely.
3. To know the legal definition of Special Education Needs (SEN), and be familiar with the guidance about meeting SEN given in the SEN Code of Practice.
4. To work as part of the team liaising, advising and consulting where appropriate.
5. To support and adhere to school policies and procedures, including those relating to confidentiality, behaviour and safeguarding.
6. To identify personal training needs and to attend appropriate internal and external in-service training.
7. Any other tasks as directed by the senior management team or specialists which fall within the purview of the post.

**Personal Development and Well-Being**

1. To support the school's drive for high standards by treating students with respect and, in turn, promoting the schools ARRRT philosophy.
2. To support and contribute to the school commitment to 'Every Child Matters' to enable children to be healthy; stay safe; enjoy and achieve; make a positive contribution; and achieve economic well-being.
3. To maintain high expectations of all learners, respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
4. To demonstrate the ability to liaise sensitively and effectively with parents and carers recognising their roles in learners' learning.
5. To be able to improve your own practice, including observation, evaluation and discussion with colleagues.

**Environment and Supervision**

1. To ensure that the personal working environment is clean and tidy, well presented and welcoming
2. To participate in ALP School's duty rota as directed

**Key Performance Indicators**

1. Ensuring all children receive food that is fit for purpose and in line with school standards.
2. Rating awarded from the food standards agency
3. Attendance and punctuality

**Expectations and Values**

ALP School are committed to continuous learning and all staff are expected to engage in continuing professional learning and development. In common with all who work in the centres, the postholder will also be expected:

1. Act as an ambassador for the school and the partnership by supporting our values and expectations of learning.
2. Be a significant presence and role model for students and staff and to meet fully the schools dress code.

3. Follow and where appropriate enact all relevant college policies, procedures and guidelines and those agreed by the Partnership.
4. Contribute to development through team planning and review meetings.

All staff have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

**Special Factors:**

1. The nature of the work may involve the post-holder carrying out work outside of normal working hours.
2. The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
3. Expenses will be paid in accordance with the schools policy
4. This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

The above responsibilities are subject to the general duties and responsibilities contained in the Written Statement of Particulars.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.**

ALP Schools seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

## Person Specification

Essential (E) Desirable (D)

### Education and Qualifications

- To have or be willing to work towards achieving a qualification in English / literacy and mathematics / numeracy equivalent to at least a level 2 on the National Qualifications Framework. (E)
- Basic Food Hygiene certificate. (E)
- Evidence of further training in this area (D)

### Experience

- Relevant experience of working in an 'Cook' role within a similar setting (E)
- Experience of working with clear guidelines, procedures and adhering to child protection (E)
- Ability to establish and maintain professional working relationships with a variety of colleagues across directorates and other agencies (E)
- Understanding of working with people with challenging behaviour / complex needs / disabilities. (E)
- Ability to quickly establish relationships with young people, vulnerable people and families with complex needs. (E)

### Knowledge, Skills and Abilities

- Knowledge of hygiene regulations, management of health & safety and nutritional food standards. (E)
- Good Knowledge of special educational needs and disabilities (D)
- Excellent interpersonal skills with both adults and children. (E)
- Willingness and ability to work as part of a team. (E)
- Ability to communicate effectively both verbally and in writing. (E)
- Ability to prioritise and organise own work. (E)

- Ability to work effectively to a high standard, on occasion, under pressure, meeting deadlines. (E)
- Knowledge of Health and Safety procedures and their application. (D)
- Proactive approach to problem solving (D)
- Ability to work flexibly in a rapidly changing environment (D)
- Strong understanding of youth and wider community issues (E)
- Excellent interpersonal skills, inc active listening (E)
- Strong organisational, planning and time management skills (E)
- Excellent written and communication skills (D)
- Knowledge of social media (D)

#### Personality and Social Skills

- To have a 'can do' philosophy (E)
- To enjoy working with young people. (E)
- To be flexible, energetic, adaptable and have the ability to use initiative. (E)
- To identify and develop opportunities (D)
- To carry out professional duties in a positive, helpful and courteous manner. (E)
- To have high aspirations and expectations for their students and themselves. (E)
- Committed to raising standards and continuous improvement. (E)
- An empathetic nature (E)
- Mature and professional approach to vulnerable people, families and other professionals. (E)
- Ability to maintain confidentiality in the light of handling sensitive information (E)
- Good communication and social skills, with a good sense of humour (E)
- Ability to work flexibly with reference to time and location and meet deadlines (E)
- Ability to cope with difficult interpersonal behaviour and language (E)
- Demonstrate a consistent and positive attitude to challenges (E)

- Demonstration of a solution focussed and flexible approach to management (E)

#### Other Factors

- Full and current driving licence with use of a vehicle for work (D)
- Willingness to drive a company vehicle (D)