

JOB ADVERT

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| Position: | Assistant Cook |
| Pay Scale/Spine Points: | Scale 3, Spine Points 5-6. Annual Salary Range: £23,500-£23,893 PA, Actual Salary: £15,402.09-£15,659.66 PA. |
| School: | Ramsden Hall Academy |
| Required: | As soon as possible |
| Working Pattern: | 29 Hours per working week. Days: Monday-Thursday inclusive, 11.30am to 6.30pm and Friday 8.30am to 11.30am. Term time only (working 38 weeks per year). |

We are seeking to appoint an efficient, enthusiastic and committed Assistant Cook with a passion for great quality food to join our Catering team in our Academy, which holds Good Ofsted status. Our residential provision holds Outstanding Ofsted status. Ramsden Hall Academy is a Residential Special School for boys aged 10 to 16 who have an EHCP for Social, Emotional and Mental Health.

The successful candidate will assist with the provision of high quality food and beverage service in the kitchen and dining room and other areas where food is served as required in the preparation of meals, food service, dish and utensil washing, general cleaning and other tasks associated with catering. This post is an exciting opportunity for a motivated individual who sets high standards, values teamwork and wants to be part of a whole school team.

Duties will entail following instructions given by the Catering Manager and Head Cook adhering to hygiene practices, ensuring health and safety regulations are observed in working practices, undertaking any other reasonable duties as directed and have a flexible attitude according to the needs of the school.

Duties and responsibilities

- To provide assistance with preparation, cooking and service of food and beverages to the required standard.
- To follow menu plans agreed with the Catering Manager for meal times on the shift you are responsible for (i.e. breakfast, lunch or dinner).
- To deputise for the Cook as required.
- To take responsibility for the supervision of other kitchen staff during mealtimes you are responsible for.
- To ensure staff absences from your shift are reported to the Catering Manager.
- To liaise as appropriate regarding staff cover.
- To follow the menu and recipes agreed.
- To carry out cleaning duties within the kitchen and dining areas as required.
- To follow sound hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- To assist with the issue and recording of catering supplies as required.
- To assist with the operation of control procedures as required.
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible, following Academy procedures & policies.
- To undertake any training commensurate to the post.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Candidates must have:

- Experience of the preparation and assisting in cooking of food and beverages.
- Experience of serving at a serving counter.
- Experience of deputising for the Cook
- Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc.
- Educated to NVQ Level 2.
- Ability to establish positive working relationships and rapport with those working in and with the Academy.
- Ability to contribute to the work of a team and work collaboratively with the Catering team.
- Proactive approach with a 'can-do' attitude
- Ability to work on own initiative
- Ability to prioritise own work effectively and adapt to meet different demands
- Work to tight deadlines

We will offer you:

- A friendly and supportive working environment
- Automatic enrolment into Local Government Pension Scheme
- Continuous Professional Development
- Free onsite car/bike parking at our Academy
- Access to the Employee Assistance Programme
- Excellent facilities
- Access to excellent catering facilities when the school kitchen is operational
- A responsive, supportive and involved team
- A Residential Academy that is fully committed to nurturing the potential in all of our pupils.

Potential candidates are invited to visit the school or to contact us for an informal conversation, please contact Jane Quilter-HR Operations Manager on telephone: 01277 624580 or email: jquilter@ramsdenhall.org.uk We reserve the right to call applicants to interview and appoint, prior to the closing date.

To apply please complete the application form, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> This form must be fully completed and submitted to jquilter@ramsdenhall.org.uk (unaccompanied CVs or third party application forms will not be accepted) by the closing date stated.

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Carshalton and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references. We will also carry out online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

Closing date for applications is 16th April 2024