Inspire, Transform, Together





RECRUITMENT PACK

Assistant Cook
Three Legged Cross First and Nursery School






Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: https://www.3lxschool.com

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: https://heathacademytrust.wordpress.com

General Information

Equal Opportunities

The Heath Academy Trust and Three Legged Cross First and Nursery School are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and Three Legged Cross First and Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on 01202 822460 to arrange your visit or to discuss the post further.

Three Legged Cross First and Nursery School

“Learning, Perseverance and Manners”

Three Legged Cross First and Nursery School is a small, friendly village school for children from 2 to 9 years, situated between West Moors and Verwood. Our school has the benefit of large ground with a number of field areas and playgrounds, along with a dedicated forest area and pond.

Our school has a family feel with small classes (our published admission number is 20), and a focus on high achievement within an ethos of “learning, perseverance and manners”.

Active learning for the future is promoted using high quality resources to bring learning to life. Our children use the benefits of technology to support their learning in our Apple Mac library area. Weekly forest learning sessions, with our qualified Forest School Leader, reinforce our commitment to good manners and the application of learnt skills in the outdoor environment. Maths mastery is taught through concrete, pictorial and abstract approaches, backed up with high quality text books to ensure embedded learning.

The staff and children promote these values through our school vision:

Learning, Perseverance and Manners



Job Advert

Job Title:	**Assistant Cook**
School Name:	Three Legged Cross First and Nursery School
Location:	Church Road, Three Legged Cross, Wimborne, Dorset, BH21 6RF
Hours:	20 hours per week - term time only 9am to 1pm – Monday to Friday inclusive
Salary Range:	Dorset Grade 3, SP3 to SP4 (£25,614 to £26,016 pro rata)
Pension:	Local Government Pension Scheme
Contact:	Anna Morris – Head of School E: office@3lxschool.com T: 01202 822460
Closing Date:	**Sunday 15 November (midnight)**
Interview Date:	To be confirmed
Start Date:	With immediate effect

The Heath Academy Trust and **Three Legged Cross First and Nursery School** are seeking to appoint an **Assistant Cook** to join their dedicated and committed team.

The main responsibilities for the post holder will include:

- To assist in generating and processing all food orders, keeping all records and stock books, as required
- To assist in the preparation, cooking and serving of school meals
- To assist in the supervision of lunch time service
- To maintain all areas of the kitchen and pieces of equipment, to necessary standards of kitchen hygiene
- Wash up, as appropriate
- To prepare beverages and refreshments, as requested
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: **www.3lxschool.com.** Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 822460** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought for all candidates who accept the invitation to interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Job Description

Job Title:	**Assistant Cook**
Location:	Three Legged Cross First and Nursery School
Reporting To:	Senior Leadership Team
Hours:	20 hours per week - term time only 9am to 1pm – Monday to Friday inclusive
Salary Range:	Dorset Grade 3, SP3 to SP4 (£25,614 to £26,016 pro rata)

Main Purpose of Job:

To assist in the management of the kitchen and to prepare and cook meals. This will be conducted in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided.

Main Duties & Responsibilities

- To assist in generating and processing all food orders, keeping all records and stock books, as required
- To assist in the preparation, cooking and serving of school meals
- To assist in the supervision of lunch time service
- To maintain all areas of the kitchen and pieces of equipment, to necessary standards of kitchen hygiene
- Wash up, as appropriate
- To prepare beverages and refreshments, as requested
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy

Knowledge and Skills

- Preferably formal training to City and Guilds level 706/1equivalent and relevant experience in catering
- Ability to train others, organisational skills, initiative, flexibility, communication at all levels, budgeting experience

Problem Solving and creativity

- Work to strict deadlines to plan day to day activities, but within established routines, within the budget and guidelines on nutritional content

Key Contacts and Relationships

- Deal with routine enquires from staff, students, visitors etc but to refer more complex queries affecting the service / arrangements to the Senior Leadership Team

Decision Making

- To monitor stock levels and liaise with office staff for ordering, as appropriate

Resources

- Handles and operates a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery)
- Training and personal protective equipment will be provided

Working Environment

- Kitchen environment
- Exposure to hot equipment and materials on a daily and continuous basis.
- Requirement to transport/carry foods trays and kitchen equipment (not exceeding 25kg).

Additional Duties

- The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the wellbeing of its children and staff.

Person Specification

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Criteria	Essential	Desirable	How Identified
Education/Qualifications			
City and Guilds level 706/1		✓	Application form & interview
Equivalent and relevant experience in catering		✓	
Food Hygiene		✓	
Paediatric First Aid		✓	
GCSEs in English and Maths, grade C or above		✓	
Recent safeguarding training		✓	
Experience			
Experience of working in a school/ nursery environment		✓	Application form & interview
Experience of working with children	✓		
Experience of working with children with additional needs		✓	
Safeguarding			
DBS enhanced	✓		References
Safeguarding training and an understanding of safer working practices		✓	
Personal Qualities			
Patient and kind	✓		Application form & interview
Organised and resourceful	✓		
Quick thinker	✓		
Teamwork			
Willingness and ability to work as part of a strong school team	✓		Interview
Experience of working across nursery and primary school age range	✓		
Communication			
Good verbal communication with parents/carers and other professionals	✓		Application form & interview
Good written communication in standard English	✓		

Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School
St James' CE First Schools and Nursery, Alderholt
St Mary's CE First School and Nursery, West Moors
Oakhurst Community First and Nursery School, West Moors
Sixpenny Handley First School and Nursery
Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together



To find out more about the Trust, please visit our website: https://heathacademytrust.wordpress.com