

Dringhouses Primary School

Enjoying Excellent Education

Applicants' Guide for the post of: General Kitchen Assistant

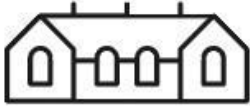
Sept 2022

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You will find an application form on our website www.dringhouses.york.sch.uk, where you will also find a link to our most recent Ofsted Inspection Report.

Please note that we are committed to safeguarding and promoting the welfare of children. We will require the successful applicant to undertake an ENHANCED criminal record check via the DBS.



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Sept 2022

Dear Applicant

Dringhouses Primary School is an extraordinary community: friendly, focused, and enthusiastic. We look after each other, and staff-wellbeing is a priority.

Our children are happy, keen, and enjoy the excellent education that we work hard to provide. We look forward to applications from persons who want to join an environment that encourages growth and development in all of its community, and someone who can become a part of Team Dring!

Details:

General Kitchen Assistant Vacancy (temporary contract)

This is a part-time, term time only appointment starting asap.

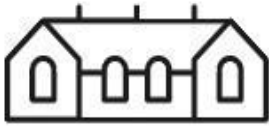
Applications may be submitted by e-mail or by post, which must be received by 12 midnight at the latest on Sunday 9th October 2022.

If you choose to apply and are shortlisted, you will be invited to interview on the afternoon of Thursday 13th October 2022. If you have not heard from us by then, please assume that, on this occasion, you have not been successful.

We look forward to hearing from you.

Yours sincerely

Ben Sutton | Headteacher



JOB DESCRIPTION - General Kitchen Assistant

Purpose of the job

To work **under the direction of the Cook / Manager** to deliver an efficient catering service operating to the highest standards of food safety, by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to pupils and staff, washing up and cleaning the kitchen and dining rooms

Core Responsibilities

- Carries out basic food preparation tasks, for example, weighing-up food, preparing, fruit and vegetables, removing items from ovens prior to service and the setting up and display of food prior to service
- Serving meals to customers
- Tidying up the kitchen and dining room and carrying out cleaning and washing up duties.
- Wiping down all surfaces in storage, preparation and servery areas at the end of service on a daily basis
- Setting up and putting away dining furniture.
- Sweeping and mopping floors
- Removing waste and rubbish to the designated area

- Attend training courses as required, including:
 - ❖ Food Safety
 - ❖ Health & Safety
- Follows all school policies and procedures, in particular: School's Health & Safety Policy, Safeguarding & Child / Young Person Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy, Confidentiality Policy and Data Protection Policy
- Contributes to the overall ethos, work and aims of the school

Supervision & Management of People

No responsibility for others, other than helping to induct new staff

Creativity and Innovation

- Subject to close supervision, established procedures, practices and daily routines, the jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of the cook / manager and the rest of the team
- Uses initiative in the preparation of food and observes the requirements of food hygiene legislation
- Ability to give routine advice and seek information from pupils and staff
- Uses their knowledge and understanding of pupils needs in relation to their dietary requirements

Contacts and Relationships

- Under the guidance of the cook / manager / Headteacher
- All staff, pupils, parents, and governors
- Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies, NHS staffsHS staff
- Oral communication with line manager in relation to carrying out duties
- Reporting to the cook manager / Headteacher and alerting other members of staff to potential hazards
- Promoting the catering service to all customers including parents and pupils by taking part in activities designed to increase meal take-up

Confidentiality

- Maintaining confidentiality at all times and never discussing a pupil out of work times with any party.

DECISIONS – discretion & consequences

Carry out all work in accordance with the policies and procedures included in:

Induction Handbook

The Food Safety Management System

The Operations Manual

COSHH Manual

Risk Assessment Manual

- Reports poor work practices by others including instances of safe working being at risk and contraventions of food hygiene legislation and good work practices

RESOURCES – financial & equipment

- Assists in maintaining all storage, preparation, serving and dining areas in a clean and hygienic condition
- Assist in the recording of temperatures on the temperature log, including equipment, food preparation and service
- Assist in the care and maintenance of equipment used in the provision of a lunchtime service in a clean and hygienic condition
- Reporting defects / potential hazards with equipment to the Cook / Manager, Headteacher or Head of Department
- The efficient use of services such as gas, electricity and water
- Correct and careful use of all cleaning materials used in the provision of the service

WORK ENVIRONMENT – work demands, physical demands, working conditions & work context

Work demands

- Works under the direction of the cook / manager. Work may be subject to some change

and interruption e.g. menu changes

Physical demands

- Periods of standing, lifting of heavy equipment and moving trolleys around school

Working conditions

- Hot working conditions

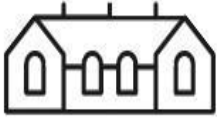
Work context

- Using electrical and gas equipment and sharp knives
- Handling of heavy items
- Contact with steam, hot water and hot surfaces
- Handling of food
- Contact with cleaning and washing chemicals
- Has to remain alert to child protection issues and must always act in a controlled and measured way.

KNOWLEDGE & SKILLS

The post holder needs to have:

- Basic knowledge and appreciation of the need for a caring approach with children and young people to develop good dietary habits
- Knowledge and understanding of the importance of good personal hygiene
- Be aware of and implement Health & Safety responsibilities
- Demonstrate good interpersonal skills and be able to work as part of a team
- Time management



OUR SCHOOL

Dringhouses Primary School is situated on the western side of York, about three miles from York city centre and a short drive off the A64. Built in 1904, Dringhouses is a co-educational school for children aged 4+ to 11 years, with approximately 320 pupils on the roll over 11 classes.

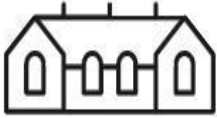
The school has good internal facilities that undergo a process of continuous improvement and currently consist of:

- Eleven classrooms
- The school Library
- The school Music Room
- A large hall/dining room
- Three learning support rooms, for teaching smaller groups of children
- A children's kitchen
- A meeting room
- A medical room with accessible toilet and shower
- Central reception area
- Administration offices

The main playground includes a separate multi-use games area for ball games and a garden area, also utilised as a learning resource. There is an additional, smaller, playground at the rear of the school, as well as a separate playground with play equipment, blackboard and raised beds for our children in the Early Years' Foundation Unit. There is a playing field and wildlife area opposite the school, which the pupils use during the day for sporting and Forest School activities.

A short history of our school

Dringhouses Primary School opened in 1863 on Tadcaster Road, in the building now occupied by the local library. It was originally a small village school for about 50 children. In 1884 the school log book records that the total grant for that year was £21.15s.5d. At that time it was 'payment by results', with the scramble for free places that was common to all elementary schools. The log book is available to anyone interested in a more detailed history of the school. Our history is very important to us here, at Dringhouses - our future is built on what came before us.



WHAT MATTERS TO US AS A SCHOOL

Dringhouses Primary School lays the foundations for children to become life-long learners and builds confidence, independence and enthusiasm. We care for, support and value every single child and encourage each one to achieve the highest possible standards through offering an enjoyable and stimulating curriculum which develops creative, enquiring, understanding citizens.

The aims of the school are to:

Develop citizenship through:

- Learning life skills including confidence, independence and responsibility
- Learning to have respect for oneself, others and the environment
- Learning to appreciate social, religious and cultural differences
- Recognising and celebrating successes and achievements
- Encouraging a healthy lifestyle

Develop partnership through:

- Working together with children, staff, parents, governors and the wider community

Educate children by:

- Providing challenging, stimulating, worthwhile and enjoyable experiences
- Developing enquiring and creative minds
- Encouraging hard work, commitment and self-discipline to maximize potential