

Chellow Heights
South Campus
Netherlands Avenue
Low Moor
Bradford
BD6 1EA
Tel: 01274 679972



Chellow Heights School
Thorn Lane
Bingley Road
Bradford
BD9 6AL
Tel: 01274 484242
Fax: 01274 484217

Email: chsoffice@chellowheightsschool.co.uk

September 2019

Dear Applicant

Thank you for considering a post at Chellow Heights School. Chellow Heights is a generic special school located in Heaton (BD9) and Low Moor (BD6) in Bradford. We cater for pupils aged 2 – 11years with severe, profound and complex learning needs who may also have additional sensory, physical, medical, social and emotional needs. To find out more about us visit our website www.chellowheightsschool.co.uk or read our OFSTED report on the DfE website.

The Governors' vision for the school is that it will provide an outstanding learning environment for all, not just the pupils and is committed to training for parents and staff as well as providing excellent learning opportunities for pupils. We have high expectations of everyone to work hard and to achieve their best. To do this we provide a stimulating, safe and happy school and take our safeguarding responsibilities very seriously.

Please complete the application form and other attached paperwork, ensuring on your application that you follow **all** instructions. Any gaps in the application may lead to you not being considered for the post.

If you have not been invited to an interview within a month of the closing date please assume that you have not been successful on this occasion.

Thank you again for your interest in a post at the school. I would like to take this opportunity to wish you every success in your application and look forward to meeting you soon.

Regards

Sue Haithwaite
Executive Headteacher



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IMPORTANT NOTE

Thank you for requesting an Application Form. Please read the following notes before completing the form. If you require assistance with this form, feel free to contact the school.

- Please note: we do not accept CV's.
- As we follow Safeguarding regulations, there must be NO gaps in your employment history. If there is a gap please explain what you were doing at that time.
- Read ALL enclosed information, particularly the Job Description and Personnel Specification before completing the form.
- Give all the information you can about yourself and tell us why you think you are suitable for the job. Please indicate how you meet the requirements of the Personnel Specification in the specific sections provided on this form.
- You must provide at least TWO referees, one of which must be your present or most recent employer. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative.
- Complete all sections and ensure you sign the form on the back page. Unsigned application forms cannot be accepted.

The Personnel Specification

The personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.



OUTLINE JOB DESCRIPTION

DEPARTMENT OF REGENERATION AND CULTURE

POST TITLE	GENERAL KITCHEN ASSISTANT (Generic)	POST REFERENCE					

This document has been prepared in a joint exercise between Management and Trade Union representatives.

It has been agreed as a reasonable record of the duties and responsibilities of the job described. It is recognised that broad headings have been used and assumes that the usual associated tasks and routines are included.

1. PRIME OBJECTIVE OF THE JOB:

To work as part of a team to prepare, cook and serve (or pack transported meals) a given number of meals for a set time and in accordance with Quality Procedures and work instructions.

2. SKILLS:

No formal training required, on the job training will be given over a period of two months.

Care required to produce meals of consistent high standards and service to customers of between 2½ years to 18 years.

Correct use and cleaning of kitchen tools and equipment as indicated by the job breakdowns.

Ability to understand simple written and oral instruction e.g. slip book, kitchen notices, etc.



3. **RESPONSIBILITY FOR PEOPLE:**

Responsible to oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulation 1995, the Health and Safety at Work Act 1974 and School policies, for which induction training will be given.

4. **RESPONSIBILITY FOR RESOURCES:**

Responsible for the kitchen light equipment and heavy equipment, its use, care, safety and cleanliness under the general supervision of the person in charge.

e.g. Mixers, Chippers, Vegetable Preparation Knives, Ovens, Boilers, Fryers etc.

Responsible for the care and cleanliness of protective clothing issued.

5. **SUPERVISORY RESPONSIBILITIES:**

None.

6. **INITIATIVE:**

Responsible for day to day decisions of a minor nature relating to the efficient production of the meal.

7. **MENTAL EFFORT:**

Job requires normal mental effort and short periods of concentration at peak times.

e.g. Ensuring correct temperatures and times are adhered to, correct serving techniques performed within the time allocated.

8. **PHYSICAL EFFORT:**

Job requires normal physical effort with occasional physical effort sometimes in awkward positions.

9. **WORKING CONDITIONS:**

Working in reasonable conditions with exposure to high and low temperatures according to food handled.

10. **SUMMARY OF MAIN TASKS:**

- Prepare and cook vegetables, potatoes, sauces, gravies and salads as instructed by the person in charge.
- Prepare dining room and service area. Serve the meal as attractively

and hygienically as possible giving consideration to customers' wants and needs. Wipe and clear dining tables, trays, and service counter during service or in between sittings as required.

- Clean and store away all equipment used during preparation, cooking and service. Clean dining room floor and furniture etc after service and re stack furniture if necessary.
- Assist with cleaning the kitchen, stores, toilets, drains, swill bins, dustbins etc. This work is usually arranged on a rota system but a willingness to help others is essential.
- Be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the School's Designated Safeguarding Lead or Named Person.
- Be aware of and comply with policies and procedures relating to health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

11. **ANY OTHER TASKS:**

1. To help with any other duties or tasks at the request of the person in charge at any time of the day.
2. To attend for extra cleaning on specified days.
3. To attend training courses as required.

FLUENCY DUTY

In line with the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level.

Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

Special Conditions:

- Enhanced DBS Check required.
- Must be legally entitled to work in the UK (Immigration, Asylum and Nationality Act 2006).
- Will not require holiday leave during term time.
- Flexible to work at either of our School sites, sometimes at short notice.