

<b>Academy/School:</b>	Matthew Moss High School
<b>Section:</b>	Associate Staff
<b>Location:</b>	Matthew Moss Lane, Rochdale, OL11 3LU
<b>Job Title:</b>	Kitchen Assistant
<b>Hours:</b>	Monday – Friday 12pm – 2.30pm term time only (12.5hrs per week)
<b>Grade Range:</b>	Grade 2 point 3-4
<b>Grade/Salary:</b>	Grade 2, points 3 to 4, currently £18,065 to £18,426 per annum pro rata Actual salary is £5,270 to £5,376 per annum
<b>Accountable to:</b>	MMHS Headteacher, Catering Manager, Business Manager
<b>Accountable for:</b>	N/A
<b>Special Conditions of Service:</b>	All posts require enhanced DBS clearance prior to appointment. The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Organisational Chart:

<b>HEADTEACHER</b>
<b>CATERING MANAGER</b>
<b>BUSINESS MANAGER</b>

## **PURPOSE AND OBJECTIVES OF THE ROLE**

### **Control of Resources**

#### **Personnel**

If appropriate, any staff as directed by the Headteacher.

#### **Safeguarding**

Fulfill responsibilities and obligations in relation to the safeguarding of children.

#### **Financial**

N/A

#### **Equipment/Materials**

To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

To adhere to the school/Trust rules and regulations relating to the use of ICT, email and intranet/internet access.

#### **Health/Safety/Welfare**

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

#### **Equality and Diversity**

To work in accordance with Watergrove Trust's Policy relating to the promotion of Equality and Diversity.

#### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Appraisal Framework.

#### **Relationships (not exhaustive)**

Headteacher  
Senior Leadership Team  
Colleagues  
Associate Staff  
Students  
Parents  
Visitors  
Contractors

#### **Values and Behaviours**

**C - Composure**

**H - High Standards**

**A - Agency**

**N - Numeracy and Literacy**

**G - Growth Mindset**

**E - Empathy**

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

## **RESPONSIBILITIES:**

### **The postholder must:**

1. Perform his/her duties in accordance with the Trust's Equality and Diversity Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.
4. Wear a uniform that will be provided in line with Health and Safety regulations.

### **PRIMARY DUTIES**

- Washing up and cleaning to a high standard.
- Food preparation and service.
- Preparation of food and beverages.
- Cooking of meals in accordance with menus.
- On-site food and beverage service.
- General kitchen and dining room duties (for example washing-up, setting up and clearing away equipment and tables).
- Operation of cash registers and receipt of monies, as directed.
- Cleaning of the kitchen, its surrounds and equipment.
- Directing staff, as required by the Catering Manager.
- Simple clerical duties, assisting the Catering Manager as directed.

### **SECONDARY DUTIES**

- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of the School, as may be determined by the School (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by Postholder:

Date:

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*

## Watergrove Trust Person Specification

<b>Academy:</b>	<b>Matthew Moss High School</b>	<b>Post:</b>	<b>Kitchen Assistant</b>
<b>Section:</b>	<b>Associate Staff</b>	<b>Grade:</b>	<b>2 points 3-4</b>

### **Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from both paid or voluntary work. Do not leave gaps in employment.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: (AF) Application Form (I) Interview</b>
<b>Experience &amp; Ability</b>		
Working within a team	E	AF & I
Awareness of safe working practice	E	
Awareness of health and safety practices and principles of food hygiene	E	
Being able to work to deadlines	E	
Willingness to participate in relevant training and development opportunities	E	
Level 2 Award in Food Safety and Catering (formally known as Health and Hygiene qualification)	D	A
<b>Skills and knowledge</b>		
Good liaison and communication skills	E	AF & I
Good food preparation and presentation skills	E	
Experience of working in a school setting	D	
Ability to build effective working relationships with all pupils and colleagues	E	
Ability to promote a positive ethos and role model positive attributes	E	
<b>Professional Values and Practice</b>		
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration	E	AF & I
<b>Special Working Conditions</b>		
Ability to carry out manual handling duties	E	AF & I
Must be prepared to be flexible	E	AF & I