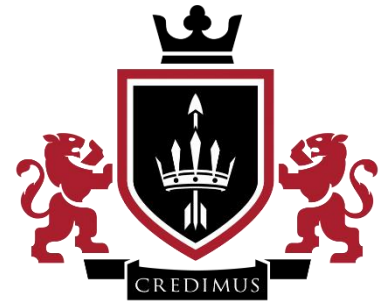


# Recruitment Pack



KING'S LEADERSHIP  
ACADEMY BOLTON



## Catering Assistant

Part time position. Midday to 4pm.

Deadline: 4<sup>th</sup> October 2021

Shortlisting: Week of 4<sup>th</sup> October 2021

Interviews: Week of 4<sup>th</sup> October 2021

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### 1. Welcome Letter from our CEO

Thank you for your interest in a position within the Great Schools Trust family of Schools. The Great Schools Trust is an education charity that has a proven track record of successful school start up and improvement whilst transforming the lives of children and young people through our unique values driven approach to education.

You will be joining a values driven, highly innovative, inspirational and ambitious organisation, so we are seeking an outstanding candidate who can realise the highest possible quality of services to support our educational vision, strong leadership and effective support to colleagues, to enable the trust to achieve the best possible outcomes for students. This is an exciting and very rewarding role and we look forward to receiving your application.

Yours faithfully

Sir Iain Hall  
CEO

### 2. Principal's Welcome

Welcome to King's, a non-selective free independent school in the state sector that is providing a world class education for the young people of Great Lever. King's Leadership Academy Bolton is founded on international research and traditional values with a huge focus on leadership and academic development.

Our vision is "To develop in each of our student the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world".

At King's we believe every child can succeed and that great teaching is the key to that success. This sentiment is reflected in our motto, 'Credimus', which translated from Latin literally means we believe.

We believe in appointing only the very best teachers and staff who are committed to serving the students and parents of this community. We believe in having the highest expectations of ourselves and our students as well as accepting no excuses for underperformance. We believe that our school exists to shape the life chances of

all our students in order that they can attend the best Universities or places of employment in the years to come. We believe in fully supporting our students throughout their education.

King's is unique, in that we have developed a highly personalised approach to our provision and teaching. Our smaller class sizes and year groups afford us tremendous opportunities to truly nurture and develop the academic and creative talents in all our students.

As Principal, I am privileged to be part of such a fabulous team of staff who are 'mission driven' in their goal to ensure that the education provided here is second to none. I welcome you to the Academy and hope that you find the information in this pack informative.

Yours faithfully

Mr D Crosby  
Principal

### **3. Our Mission**

Providing a strong academic education is at the heart of what we do. King's Leadership Academy has immense strengths in all areas of the curriculum, and we are fortunate enough to be fully staffed by highly qualified teachers who are excited and passionate about their subjects. Our teachers possess the skills to inspire, motivate and lead our students to life-long success.

Our 'mission board' proudly states that King's Leadership Academy is a place where students' aspirations become reality. We believe that each and every one of our students has distinct potential and ensuring that they fulfil their potential is not only our challenge but our commitment.

Aristotle once told his students that the pursuit of excellence had to become their way of life if they were to succeed. Occasionally achieving excellence was, for him, not enough. He wanted his students to strive for excellence each and every day of their lives.

At King's we believe that this advice, given over two thousand years ago, still holds true today and is a good guide to the achievement of both academic and personal success. As an Academy we do not settle for anything but the best for each of our students.

### **4. Starting a Career at King's**

About 2350 years ago a teacher coined the phrase 'excellence is a habit'. By this he meant that for anyone to succeed then the pursuit of excellence must become a way of life for them. Not occasionally, not sometimes but every day of their lives. That teacher was Aristotle and it is his philosophy that underpins everything we do at King's Leadership Academy Bolton.

King's Leadership Academy Bolton was formed in September 2019 with its inaugural cohort of 180 Year 7 students and 24 staff. We are now recruiting for our next group of exceptional teachers to help deliver the world class education our students deserve. Within 5 years the school will hold 900 students and we are looking for forward-thinking educators who share our core beliefs and values to build on the impressive start we have already made.

We are looking for ambitious and motivated individuals at all stages in their careers to form part of the King's family. You will need to have strong understanding of the science of how children learn, a drive to improve your own practice, have the highest expectations in all you do and a wish to create, and take ownership of, new systems at all levels of school life. Most importantly, we are looking for people with a passion for their subject and who care deeply about children.

## **5. Application and Interview Process**

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on your letter of application so please read the Job Description and Person Specification carefully before you write your letter of application.

### **Candidates who are not currently employed by the trust**

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc. dated within the last 3 months)
- Where appropriate any documentation evidencing changes of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

## **6. References and Pre-Employment Checks**

We will seek references for candidates once the position has been offered and we may approach previous employers for information to verify particular experience or qualifications before interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- List 99 check
- Section 128 Check
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

## **7. Job Advert**

Job Title: Catering Assistant  
Date posted: 17th September 2021  
Contract type: Fixed – One Year - Required from  
Salary: £6,625.00 Part Time – Term Time  
Working Pattern: Part Time: 3 hours per day  
Base: King’s Leadership Academy Bolton  
Reports to: Catering Manager

King’s Leadership Academy Bolton is a highly successful, over-subscribed Academy, based in the Great Lever area of Bolton. In order to support the growth of the King’s Leadership academy Bolton, the trust is seeking a talented and aspiring Catering Assistant.

Whatever your previous experience, the trust will ensure that, if appointed, this post is the right one for you, with real prospects of professional development and personal satisfaction. For further enquiries and to send completed application forms, please email [s.baglow@kingsbolton.com](mailto:s.baglow@kingsbolton.com)

## **8. Job Description**

### **Job Purpose**

To Support the Catering Manager in the effective cooking and cleaning operation in all aspect of the school kitchen.

### **SPECIFIC RESPONSIBILITIES:**

- To assist in the preparation, cooking and serving of meals within the Academy bistro
- To assist with setting up the bistro for family dining
- To assist with clearing away and cleaning after family dining
- Clearing down of all kitchen items, family dining items and putting them through the pot wash
- Assist in the storage and rotation of all canteen stock.
- Prepare, cook and serve all meals in line with National Nutritional standards.
- To empty and clean food bins and remove waste to designated areas.
- To spot clean spillages.
- To carry out periodic deep cleaning of the kitchen.
- Carry out such other duties as may be allocated from time to time.
- Report all defects/hazards immediately to the Catering Manager.
- Maintain stocks of food under appropriate hygienic conditions and ensure stock rotation.
- Ensure that all agreed Health & Safety policies, COSHH regulations and HACCP procedures are complied with.
- Support fully any Health & Safety inspections.
- Adhere to a high standard of personal cleanliness and hygiene and thereby set an example to other catering staff.
- Report immediately any machinery faults or unhygienic areas to the Catering Manager.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Set a good example in terms of personal presentation, attendance and punctuality

## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE:**

King's Leadership Academy Bolton is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

### **Other responsibilities**

Contribute to the wider life of the Trust, its schools and its community through out of hours and partnership work. To carry out any such duties as may be reasonably required by the Principal or Chief Executive.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. This job description is current at the date shown but, in consultation with the post holder, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

*This appointment is with the Local Advisory Council of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Contract'*

9. Person Specification			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
<b>QUALIFICATIONS</b>				
1.	Level 3 qualification in Catering (NVQ level 3 or equivalent)	D	✓	
2.	GCSE in English and Maths at Grade C or above	E	✓	
<b>EXPERIENCE</b>				
3.	Experience in catering in a school setting	D	✓	✓
4.	Use of kitchen equipment, such as industrial ovens and pot wash station	D	✓	
5.	Must have exceptional hygiene standards	E	✓	✓
6.	Experience of working with children in a secondary school or other setting	D	✓	✓
7.	Must have a high awareness of confidentiality	D	✓	✓
8.	To have experience of using initiative to enhance performance.	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Ability to understand the importance of Health and Safety Regulations.	E	✓	✓
10.	Ability to work effectively within a team	E	✓	✓
11.	Must have good communication skills.	D	✓	✓
12.	Demonstrate the ability to plan, develop, organise and prioritise your work and be able to undertake changes in priority			
<b>PERSONAL QUALITIES</b>				
13.	A passionate belief in the school's mission statement	E	✓	✓
14.	A strong belief in the value of education in developing exemplary British citizens	E	✓	✓
15.	Highest levels of professional and personal integrity	E	✓	✓
16.	Personal resilience, persistence and perseverance; and a strong work ethic	E	✓	✓
17.	Commitment to undertaking additional training where required	E	✓	✓
18.	Must be a team player	D	✓	✓

## 10. Great Schools Trust Safeguarding policy

The Trust is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- provide a safe environment in which children can learn.
- identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

*DFE: Keeping children safe in education 2019*

The Trust pays full regard to 'Keeping children safe in education'. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and DBS checks.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

- Candidates should be aware that all posts in The Great Schools Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.



- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## **11. Contact Details**

King's Leadership Academy Bolton  
Lever Edge Lane  
Great Lever  
Bolton  
BL3 3LA

Phone: 01204 937130

Email: [info@kingsbolton.com](mailto:info@kingsbolton.com)

Web: [kingsbolton.com](http://kingsbolton.com)