



WEST KIRBY  
SCHOOL &  
COLLEGE

*Changing Children's Lives*

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# Candidate Information Pack

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*For The Role Of:*

**Second Chef**

Closing Date For Applications:  
**9am Friday 29th October 2021**







 **WEST KIRBY SCHOOL**  
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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# ABOUT OUR SCHOOL

## Our dedicated staff are committed to 'Changing children's lives, building better futures'.

We achieve this through a consistent approach towards understanding the needs and motivations of children and young people ('CYP'); and through recognising and celebrating their efforts and achievements.

As a non-maintained special school, West Kirby School and College caters for CYP, aged 5-19 years, with a range of complex special educational needs and disabilities ('SEND'). We support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

Our aim is for young people to leave West Kirby School and College with **academic accreditations**, together with developed **social, emotional** and **communication skills**. We achieve this through a structured, supportive learning environment with an individualised curriculum, based on relevant and meaningful learning, where CYP make aspirational progress from individual starting points.

In tandem with this, we promote the development of **life skills, personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable partnerships.

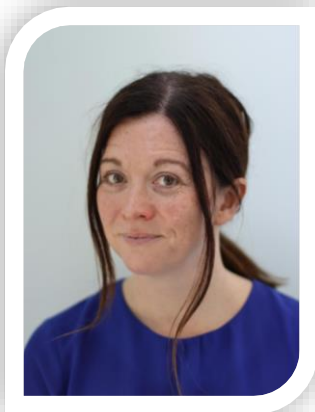


Our broad approach enables pupils to experience and develop **career pathways** which, we hope, will lead them towards a successful adult life. Due to its location to the North West of the Wirral peninsula, West Kirby is able to offer a wide range of opportunities for community relationships, sports, water recreation and natural history. Liverpool and Chester with their wealth of art, culture and history are within easy reach.

The school is close to the centre of West Kirby village and is 200m from the nearest beach and local marine lake.



# WELCOME FROM OUR CEO & PRINCIPAL



**Dear Candidate,**

I am delighted that you are interested in joining West Kirby School & College as a **Second Chef**

I hope that this information pack gives you a flavour of this role and our wonderful school community.

Welcome to West Kirby School and College, a non-maintained special school initially founded over 100 years ago as a hospice for children. Since that time we have grown and developed into the successful school we are today. Times have changed, but we remain enthused by the opportunity to support, enable and develop children and young people towards realising their aspirations.

Ultimately, we want to support each of our pupils towards '**living their best life**'.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with knowledge, skills and experiences which will help them achieve their goals and ultimately reach their full potential. We understand that each child and young person is different and has individual needs. Therefore we tailor teaching, learning and therapeutic interventions - making activities accessible so pupils can flourish and thrive.

Our **nurturing environment, culture of respect**, and **promotion of acceptance and diversity** is a backdrop which allows pupils to grow into young adults, who have an understanding of themselves and those around them.

Our **safe and accepting space** also allows pupils to express themselves so they feel part of our **community**. Coupled with this, we are dedicated to working within our community, using our expertise to offer support to local schools, colleges and parent groups in areas of Special Educational needs and Disabilities. We are currently developing a programme of free training and support which will be offered across the Local Authority.

As Principal of WKS, I would be delighted to welcome you to the school to see for yourself our inspirational environment and for you to meet our equally inspiring pupils.

With Warm Regards,

*Sian*

**Miss Sian Thomas**  
CEO & Principal

# EMPLOYEE BENEFITS

## Looking after you and your health

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All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**

... And after 6 months of employment and membership of Benenden, you can:

- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy and mental health counselling support**

## Looking after you and your family in the difficult times

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All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

## Saving for the future

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All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

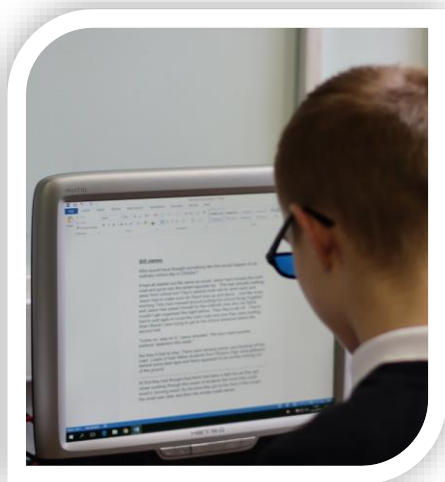
The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

## Building your capability

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From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

# ROLE OVERVIEW & APPLICATION PROCESS



## West Kirby School & College is seeking to appoint a talented Second Chef

**Closing Date For Applications: 9am Friday 29th October 2021**

**Salary Band: £15,647.94 - £17,616.06 (Pt 14- Pt 16)**

**Contracted Weeks: 46.2 Weeks (Term time only plus 2 weeks)**

**Hours: 30 hours per week. Mon - Fri 7.30- 2pm.**

### Role Overview:

We are looking for an experienced and dedicated Second Chef, who can support the School Chef in the day to day running of the school's catering department. Providing high quality, freshly prepared meals and excellent service. Whilst this is a hands-on role, you will also need to demonstrate a sound understanding of food safety, compliance and health and safety. You will support the team in upholding our high EHO standards and safe working practices.

As all food is freshly prepared, using high-quality ingredients from local suppliers, you will need to be competent in all areas of the kitchen. You will need to be confident in all areas of preparation from preparing the daily main courses, sandwiches and salads, to baking cakes and pies. You will work closely with the School Chef, observing how all dishes are made and presented, as at times you may be required to lead the small kitchen team.

### Application Process:

Application forms and further information can be downloaded from the school website: [www.wkrs.co.uk](http://www.wkrs.co.uk) or contact [recruitment@wkrs.co.uk](mailto:recruitment@wkrs.co.uk). **The School does not accept CV's.**

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

The successful applicant will be subject to rigorous recruitment checks and an enhanced DBS check.

# PERSON SPECIFICATION

## Person Specification – Second Chef

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	<b>Essential</b>  These are qualities without which the applicant could not be appointed	<b>Desirable</b>  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	<b>Method of Assessment</b>
<b>Qualifications &amp; Experience</b>	<p>Valid driving licence.</p> <p>Formal Catering qualification C&amp;G 706 1/2 or NVQ 1/2.</p> <p>Hands-on cooking experience in a commercial catering environment.</p> <p>Established experience of working as a Chef using fresh ingredients, with excellent skills.</p>	<p>NVQ 3 Catering.</p> <p>Food Safety &amp; Hygiene Level 2</p> <p>Proficiency using IT systems – Microsoft Excel, Outlook, Word etc.</p> <p>Interest in working with young people.</p>	<p>Production of the applicant's certificates.</p> <p>Contents of the Application Form.</p> <p>Interview</p> <p>Professional references</p>
<b>Skills &amp; Knowledge</b>	<p>Knowledge of health and safety requirements in a kitchen environment, including food hygiene and manual handling.</p> <p>Strong communicator, confident dealing with pupils and colleagues.</p> <p>Excellent customer service skills.</p>	<p>Able to pass on and teach skills.</p>	<p>Contents of the Application Form.</p> <p>Interview</p> <p>Professional references</p>



# PERSON SPECIFICATION (Cont.)

## Person Specification – Second Chef

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of Assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Personal competencies and qualities	<p>Sense of humour and positive attitude.</p> <p>Willingness to work as a member of a team.</p> <p>Adaptable and flexible.</p>	<p>Motivation to work with children and young people.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Emotional resilience in working with challenging behaviours.</p> <p>Positive attitude to use of authority and maintaining discipline.</p>	<p>Contents of the Application Form.</p> <p>Interview</p> <p>Professional references</p>

# JOB DESCRIPTION

## Job Description– Second Chef

West Kirby Residential School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Summary of The Role:

To provide appealing, nutritious and well balanced meals to a high standard for all school users, maintaining high levels of Food Hygiene and Health & Safety standards at all times. To deputise in the absence of the School Chef and during their periods of teaching support as required.

### Line Management Responsibility To:

School Chef

### Main Duties & Responsibilities:

#### General:

- Safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- The following of all school's policies and procedures.

#### Food Preparation:

- Contribute to the development of new menus in collaboration with the School Chef.
- Prepare, cook and present food ready for service on a daily basis, mentoring Catering Assistants as required, ensuring consistency of presentation, production amounts and portion control.

#### *Support the School Chef in ensuring the following:*

- Ensure food is nutritionally balanced.
- Ensure food (where possible and practical) is made from fresh, seasonal ingredients that are locally sourced.
- Ensure food options cater for a range of dietary needs and tastes, with 'something for everyone'.
- To monitor food levels during various service periods.

#### Stock Control:

#### *Support the School Chef and kitchen team to:*

- Monitor food stock and place orders.
- Ensure food stock is always adequate for the number of covers that need to be served each day.
- To ensure, when necessary, that all products are checked on delivery and stored in the appropriate areas.
- Effectively control waste, through all catering touch points (stock ordering, stock rotation, portion control etc.).

# JOB DESCRIPTION (Cont.)

<p><b>Duties &amp; Responsibilities (Cont.):</b></p>	<p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• Ensure full compliance throughout all food handling and storage with accurate recording of critical temperature controls, and thawing and chilling times, as well as completion of cleaning procedures as per cleaning policies and checklists.</li> <li>• To uphold all risk assessments and systems of control in place for all catering activities.</li> <li>• Ensure the removal of all food and packaging waste from kitchens and service areas in a hygienic and safe manner.</li> <li>• To ensure that all aspects of the Food Safety Act are met.</li> </ul> <p><b>Staff Management:</b></p> <ul style="list-style-type: none"> <li>• Provide supervision to other staff working within the kitchen as required e.g. Catering Assistants and Serving Staff, in respect to instruction in portion control and presentation or instruction on the correct use of specialist technical equipment e.g. combi ovens, slicing machines, cleaning machines.</li> <li>• To ensure that all staff provide a courteous standard of service and deal with any pupil/staff issues which arise during service.</li> <li>• During periods of sickness or unexpected staff absence (in liaison with line manager), respond and find a solution so as not to effect service.</li> <li>• Ensure staff are deployed and delegated to effectively.</li> </ul> <p><b>Supplier Management:</b></p> <ul style="list-style-type: none"> <li>• Be aware of and action back up plans in place, in the event of a supplier failure, so service is not affected in the absence of the School Chef.</li> </ul>
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