



WEST KIRBY SCHOOL & COLLEGE

Changing Children's Lives

Candidate Information Pack

For The Role Of:

Assistant Cook

Closing Date For Applications:
Friday 3rd May

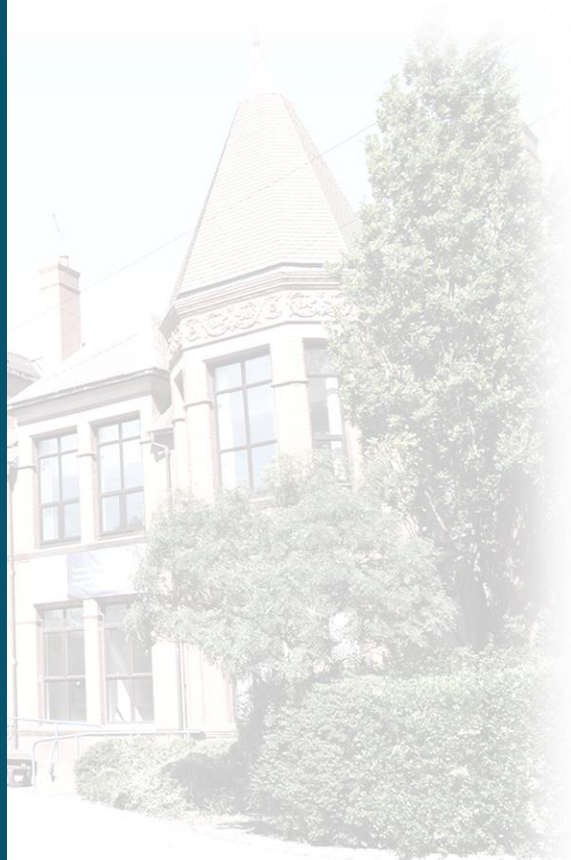




 **WEST KIRBY SCHOOL**
A DAY AND RESIDENTIAL SPECIALIST SCHOOL AND COLLEGE

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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 an **Assistant Cook**

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

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

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme**. 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

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

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 dedicated Assistant Cook

Closing Date For Applications: Friday 3rd May

Interview Date: Thursday 16th May

Start Date: Monday 2nd September

Salary: £14,901.98 - £16,606.81 (pt12 – pt15)

Contract: Permanent contract working term time only (44.6 weeks)

**Hours: Monday – Wednesday 8:00am – 2:00pm
Thursday 7:30am – 2:00pm
Friday 8:00am – 1:30pm**

Role Overview:

We are looking to appoint an experienced and talented Assistant Cook to help out with preparing and cooking high-quality meals for staff and pupils. 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.

Your duties will include:

- Assisting with the preparation, cooking and serving of school meals (high quality food and drink) to an efficient and effective manner, minimising waste.
- Understanding dietary requirements.
- Maintaining the highest hygiene standards, as well as working in line with our policies and procedures.

You must also have the ability to maintain good relationships and clear communication with colleagues, pupils and staff.

Application Process:

Application forms and further information can be found via the school website: www.wkrs.co.uk or contact recruitment@wkrs.co.uk. **The school does not accept CVs.**

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.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

PERSON SPECIFICATION

Person Specification – Assistant Cook

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	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	
Qualifications & Experience	<ul style="list-style-type: none"> Valid driving licence Level 2 food safety and hygiene certificate Experience cooking and preparing food in a commercial environment 	<ul style="list-style-type: none"> Formal catering qualification C&G 706 1/2 or NVQ Level 1/2/3 Proficiency using IT systems Interest in working with young people 	Production of the applicant's certificates Application form Professional references
Knowledge & Skills	<ul style="list-style-type: none"> Knowledge of health and safety requirements in a kitchen environment, including manual handling and food hygiene Strong communicator, confident dealing with pupils and colleagues Excellent customer service skills 		Contents of the application form Interview Professional references
Personal Competencies and Qualities	<ul style="list-style-type: none"> Sense of humour Patience Willingness to work as a member of a team Adaptable and flexible 		Application form Interview Professional references

JOB DESCRIPTION

Job Description– Assistant Cook

West Kirby School and College 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:

The Assistant Cook will support the catering team with the delivery of food service to pupils and staff, ensuring the School Cook is supported with the preparation and delivery of all food on a daily basis. The Assistant Cook will also support the maintenance of the kitchen, ensuring food hygiene levels are maintained and stock is stored and replenished as required. The Assistant Cook will also support the School Chef in the development of the new school menu.

Line Management responsibility to:

School Chef

Main duties & Responsibilities:

The Assistant Cook is responsible for:

- Basic food preparation
- The delivery of food service to all pupils and staff
- Supporting the School Chef in developing new menus for the school (in collaboration with the Head Chef)
- Be aware of suppliers back up plans, in the event of a supply failure, so service is not affected in any way and in the absence of the School Chef and Head Chef
- Cleaning duties within the kitchen; washing up and clearing away equipment
- Adhering to Health & Safety guidelines
- Assisting in the delivery of any special dietary requirements, as required
- Following specified portion control guidelines
- A friendly and polite customer service

General:

- To keep abreast of developments and changes in post holder's field and communicate to colleagues
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Principal and Governors shall from time to time reasonably require
- Contributing to the overall ethos, work and aims of the school





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