



WEST KIRBY
SCHOOL &
COLLEGE

Changing Children's Lives

Candidate Information Pack

For The Permanent Role Of:

School Chef

*(Guaranteed **NOT** to be
furloughed)*

Closing Date For Applications:
9am Friday 18th June 2021





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

Contents

ABOUT OUR SCHOOL	04
WELCOME FROM OUR CEO & PRINCIPAL	05
EMPLOYEE BENEFITS	06
THE ROLE	
Role Overview & Application Process	07
Person Specification	08
Job Description	10

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.

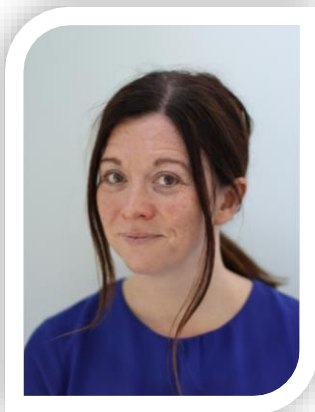
In tandem with this, we promote the development of **life skills, personal wellbeing** and **good mental health** through structured activities and adventures, both in and outside school. These enrich learning opportunities and give pupils an appreciation of the wider world, of community and charitable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

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** – 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

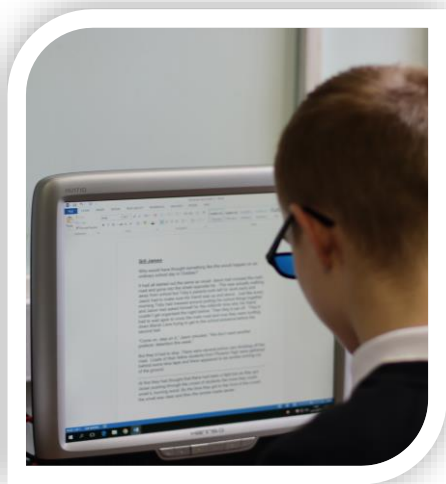
All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

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 Permanent School Chef

Closing date for receipt of applications: 9am 18th June 2021

Interviews will take place on the week beginning: 21st June.

Salary Band: Pt 17 (22,700.83) – Pt 20 (£26,735.02).

Contract: Mon – Fri 37 hours per week. 46.2 week permanent contract (i.e. term time only + 2 weeks).

Role Overview:

We are looking for an experienced and dedicated Chef who can manage a small team to provide high-quality performance within the School's Catering Department. You will take the lead on preparing and cooking fresh meals to all pupils and staff on a daily basis.

Your duties will include:

- Preparing, cooking and serving school meals (high quality food and drink) in 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.
- Managing the food stock, ordering supplies as and when required.
- Working with children and young people in our School Bakery.

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 downloaded from the school website: www.wkrs.co.uk or contact 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 – School 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 These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications & Experience	<ul style="list-style-type: none"> Valid driving licence. Formal Catering qualification C&G 706 1 /2 or NVQ 1 /2. Hands-on cooking experience in a commercial catering environment. Established experience of working as a Chef using fresh ingredients, with excellent craft skills. 	<ul style="list-style-type: none"> NVQ 3 Catering. Proficiency using IT systems – Microsoft Excel, Outlook, Word etc. Interest in working with young people. 	Production of the applicant's certificates Contents of the Application Form. Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> Knowledge of health and safety requirements in a kitchen environment, including manual handling, food hygiene and manual handling. Strong communicator, confident dealing with pupils and colleagues. Excellent customer service skills. 	<ul style="list-style-type: none"> Able to pass on and teach skills. 	Contents of the Application Form Interview Professional references

PERSON SPECIFICATION (Cont.)

Person Specification – School 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 These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Personal Competencies & Qualities	<ul style="list-style-type: none"> • Sense of Humour. • Patience. • Willingness to work as a member of a team. • Ability to effectively challenge others to get things done and improve standards. • Adaptable and flexible. 	<ul style="list-style-type: none"> • 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. • Positive attitude to use of authority and maintaining discipline. 	Contents of the Application Form Interview Professional references

JOB DESCRIPTION

Job Description– School 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, whilst delivering effective portion and cost control; achieving high levels of Food Hygiene and Health & Safety standards at all times.

Line Management Responsibility To:

Operations Director

Line Management Responsibility Of:

Catering & Service Teams
3rd Party Suppliers

Main responsibilities and duties:

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:

- Create, control and own the menu for the school (all year round).
- 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.
- 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:

- 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.

Teaching Support:

- Outside service times, support the delivery of learning for one or two afternoons a week in the school 'bakery'.
- Supporting pupils to be able to prepare and bake a small range of items to a high standard.

JOB DESCRIPTION

Job Description– School 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.

Main responsibilities and duties:

Health & Safety:

- 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.
- Ensure adequate risk assessments and systems of controls are in place for all catering activities.
- Ensure the removal of all food and packaging waste from kitchens and service areas in a hygienic and safe manner.
- To ensure that all aspects of the Food Safety Act are met.

Staff Management:

- 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.
- To ensure that all staff provide a courteous standard of service and deal with any pupil/staff issues which arise during service.
- During periods of sickness or unexpected staff absence (in liaison with line manager), respond and find a solution so as not to effect service.
- Ensure staff are deployed and delegated to effectively.

Supplier Management:

- Establish and manage the relationship with all suppliers of catering supplies and equipment; ensuring the school receives ‘value for money’ (across cost, quality, service).
- Ensure that there are suitable back up plans in place, in the event of a supplier failure, so service is not affected.

Financial Management:

- Effectively control waste, through all catering touch points (stock ordering, stock rotation, portion control etc.).
- Ensure all menu options are delivered within cost per meal budgets.
- Effectively control and successful manage the annual catering budget.





West Kirby School & College
Meols Drive
West Kirby
Wirral
CH48 5DH

0151 632 3201
schooloffice@wkrs.co.uk

Registered charity No.207790.

