



THE  
**GREETLAND**  
ACADEMY



**GREAT  
HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

*Welcome to The Greetland Academy where we are currently looking to appoint a new General Kitchen Assistant.*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.*



## General Kitchen Assistant

---

CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of General Kitchen Assistant, at The Greetland Academy.

We are seeking to recruit an individual to work in our school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Greetland Academy. I am very proud to be the Principal of such a fantastic school community in which everyone learns together in harmony. We believe that children deserve the best possible chances in life and that they learn best when there are strong links between home and school.

We are a friendly, caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

The curriculum at Greetland is rich and inspiring and we offer a broad range of experiences and opportunities. In order to engage and enthuse our pupils, purposeful links are made across all areas of the curriculum. Pupil wellbeing is at the heart of everything we do: we aim to educate the whole child to enable them to be the best that they can be.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs Helen Crowther

Principal



## Overview of the Position for The Greetland Academy

We are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## About the Trust

The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar School and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



## ► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

## ► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

## ► Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

**Our mantra across our partnerships embraces the following themes:**

**G**

Great teaching and learning opportunities for all in the partnership

**R**

Real life opportunities to develop an understanding of the wider world

**E**

Enthuse a love of learning and mutual respect

**A**

Academic development to nurture potential for all

**T**

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

## Current Trust Academies and Designations



**GREAT HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*



**BOWLING GREEN**  
ACADEMY



**CARLINGHOW**  
ACADEMY



**COLNE VALLEY**  
HIGH SCHOOL



**MARSDEN**  
JUNIOR SCHOOL



**RAYNVILLE**  
ACADEMY



**THE GREETLAND**  
ACADEMY



**THE MIRFIELD**  
FREE GRAMMAR



**WEST VALE**  
ACADEMY

**English Hubs**

Teamworks English Hub  
@ The Greetland Academy



**Great Heights**  
Research School  
West Yorkshire

Supported by the Education Endowment Foundation



**AA Teamworks**  
WEST YORKSHIRE SCITT



## JOB DESCRIPTION

<b>Position:</b>	General Kitchen Assistant
<b>Department:</b>	The Greetland Academy
<b>Pay Range:</b>	Scale 1b point 2
<b>Responsible to:</b>	Catering Manager School Business Manager Principal

### Prime Objectives of the Post

- To contribute to the delivery of a high-quality catering service at The Greetland Academy
- To be responsible for a high level of food hygiene, including personal, food preparation, equipment, surfaces and work area
- To observe Health and Safety regulations and implement safe systems of work
- To observe food hygiene regulations in order to prevent contamination of food and to ensure food is safe to eat.

### Main Duties and Responsibilities

- To prepare and present vegetables, salads, fruit, sweet and savoury sauces, milk puddings, beverages, sandwiches etc and to cook same if appropriate
- To assist with the preparation, finishing off and presentation of main and sweet course items
- To assist with simple cooking and reconstitution of food activities
- To make sure you are able to use all equipment and machinery after instruction
- To assist with the packing and unloading of insulated transport containers
- To set up and clear the dining and service areas
- To serve meals
- To wash up
- To clean the kitchen and dining room premises, furniture and equipment as required to ensure standards of hygiene are maintained, e.g., boilers, deep fat fryers, walls and floors, etc.
- To fulfil other cleaning duties as required
- To report to the person in charge any problems that arise from customer dissatisfaction
- To ensure that all accidents and dangerous occurrences are reported to the person in charge
- To be available if required for emergency and special functions.

### Hygiene, Health and Safety

- Ensure compliance with Hygiene, Health and Safety Legislation and company rules and regulations as laid down in the HACCP and daily diary work book provided.
- Through use of a detailed cleaning schedule ensure that all areas and equipment are kept in a hygienic and safe condition by following the set cleaning schedule.



- Record all accidents and report any hygiene, health and safety hazards immediately to the Cook In Charge/Catering Manager to ensure safety of staff and customers.

#### General

- To uphold the Nolan Principals of public life.

#### Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

#### Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.



**Person Specification:** General Kitchen Assistant

**Key to identification:** A = Application I = Interview R = Reference

EXPERIENCE	Essential	Desirable	A/I/R
To have worked in a commercial catering environment.		✓	A/I
QUALIFICATIONS	Essential	Desirable	A/I/R
Basic Food Hygiene Certificate		✓	A/I
First Aid Certificate		✓	A/I
Catering qualifications		✓	A/I
PRACTICAL AND INTELLECTUAL SKILLS (including ANY SPECIAL KNOWLEDGE/TRAINING)	Essential	Desirable	A/I/R
Good standard of education	✓		A/I
To have basic mathematical skills required for portioning food etc.	✓		A/I
Manual dexterity.	✓		A/I
To be able to concentrate, absorb and retain information.	✓		A/I/R
Ability to communicate with children and adults	✓		A/I
Experience in preparing, cooking and presenting food, in particular, vegetables, salads etc. for large numbers of people.		✓	A/I/R
TRAINING	Essential	Desirable	A/I/R
To have work experience within a commercial catering organisation.		✓	A/I/R
PERSONAL ATTRIBUTES & CIRCUMSTANCES	Essential	Desirable	A/I/R
To be able to work as part of a team.	✓		A/I/R
To be a hard, willing flexible worker who is able to operate under pressure in an often hot, humid atmosphere where large cooking vessels are situated.	✓		A/I/R
Able to work flexible hours as the need arises	✓		A/I/R
Reliable and punctual.	✓		A/I/R
Own transport (split sites)		✓	

## ► Reasons to work at The Greetland Academy / Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

