



LUNCHTIME KITCHEN ASSISTANT

Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and original examination documents or certificates for verification. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Howe Green House School was founded in 1987 by the founding Headteacher and a group of parents and staff. It is run as an educational trust and parents are able to become members of the company. All monies received from fees etc. are ploughed back into the school to provide for future development and the day to day running of the school.

The school is a member of the Independent Schools Association and caters for children from 3 - 11 years of age in a beautiful countryside setting with separate nursery provision for children from 2 years old. There are a variety of buildings that form the school surrounded by over eight acres of grounds. The school admits children from the age of three years into the Kindergarten. It comes under the leadership of the Head of Pre-Prep who oversees the work of the children from Kindergarten to Year Class 2. The work of the Prep Department is the responsibility of the Deputy Headteacher who liaises closely with the Head of Pre-Prep and with the Headteacher for the planning, recording, assessment and delivery of the curriculum for their respective areas and together with the Bursar form the Senior Management Team.

The post is part-time Monday – Friday 11.45am – 1.30pm. The hourly rate of pay is £9.68 per hour with 5.6 weeks paid holiday per annum. **No holidays can be taken during term time.**

There are two lunchtime kitchen assistants who collectively come under the direction of the Bursar.

All lunchtime staff are included in staff training, where appropriate and despite the limited working hours are very much part of the School team. All staff are expected to attend Prize Giving Day on the final Saturday of the Summer Term

Hot and cold lunches are prepared off site by our caterers and delivered to the School each day and placed into hot servery units at approximately 11.50am. The caterers carry out temperature checks and ensure everything is in place before departing.

There is a daily choice of hot, cold or vegetarian lunches which the children have chosen in advance. The kitchen assistants then plate up the cold lunches and serve the children who have chosen hot meals when they are invited to collect their meal from the servery. Each day a dessert or fruit option is also available which has been chosen in advance. Some fruit will require cutting up prior to serving. In between sittings the dining tables require wiping down with antibacterial cleaner. Once the children have finished eating cutlery is soaked and plates need to be rinsed off prior to going into the dishwasher. After being washed, plates and cutlery need to be checked to ensure everything is clean and, if anything is still wet wiped off with single use cloth. After service the servery units are turned off to allow time for them to cool down so they can be wiped clean. Daily checks are required to ensure no out of date items are being stored and that any sauce bottles that have been opened have a date opened stamp. Once a week, one area a day requires cleaning including the crockery trolley, cutlery trays, kitchen cupboards and fridges.

Pre-Prep

The pre-prep children come into lunch at midday. There are three lunchtime assistants on duty who supervise and help the children whilst they eat their lunch, cutting up food, ensuring good manners and consideration for others. Not all children are good eaters and therefore we work hard on encouraging them to eat more. Plates are cleared by lunchtime assistants.

Prep

There are two lunchtime assistants on duty and the children from the Prep Department go in for lunch at 12.35pm. The assistants ensure the children all have water and the correct lunch, are well behaved, have good manners and show consideration for others. Once again there are children who are not good eaters who need to be encouraged to eat more. Children clear their own plates and cups away once they have finished.

There are other members of staff on duty for both sittings.

The ideal person must be reliable, hard working, efficient, able to show initiative and above all, must love working with children. **The role can be physically demanding and therefore a good level of fitness is required.**

Lunchtime kitchen assistants are provided with, and are required to wear, disposable hairnets, disposable gloves and apron until such time as kitchen wear is ordered for the successful applicant. Two sets are provided to ensure the kitchen assistant looks clean and smart at all times. It is the responsibility of the member of staff to wash and iron their workwear.

A certificate in Food Hygiene would be preferred but is not essential. However the successful applicant will be expected to attend a training course at the earliest possible opportunity which may take place after school hours at a venue which may be located in Saffron Walden, Braintree, Epping, Harlow or Great Dunmow. Alternatively there is access to an online training portal.

The school operates a no-smoking policy.

Due to the location of Howe Green House it will be necessary for applicants to have their own transport. The school checks all new appointments with the Disclosure & Barring Service previously Criminal Records Bureau for any criminal, or other background, that might disqualify an individual from working with children. The successful applicant will therefore be subject to a DBS Enhanced Disclosure. The school will also require the successful applicant to complete a medical questionnaire and a Disqualification by Association declaration.

Applicants wishing to apply should write in their own handwriting enclosing a completed application form and Curriculum Vitae. Referees for short listed applicants may be contacted prior to interviews.

Howe Green House School is committed to an Equal Opportunities Policy.

If selected for interview you will be contacted by telephone. It is therefore essential that a day time number is provided.

The purpose of the interview is to assess a potential candidate's suitability for the post and give both parties the opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which the candidate has provided on the application form and accompanying Curriculum Vitae.