

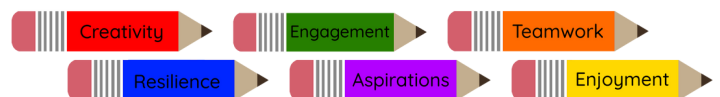
# Welcome to Rolvenden Primary School

Thank you for your interest in the position of Kitchen Assistant / Lunch Supervisor at our village school. Please do read through the information on the following pages and if you have any questions at any point or would like to book a tour of the school, please do contact us on [rpsoffice@rolvenden.kent.sch.uk](mailto:rpsoffice@rolvenden.kent.sch.uk) or 01580 241444

## About Us

Rolvenden Primary is a small, rural school comprising of 4 mixed age classes which both nurture and foster independence and confidence. We currently have 86 pupils on roll serving the children of the village and beyond.

Our school values are based around the word CREATE. This acronym represents the values we believe all of our children should show during their time at Rolvenden: Creativity, Resilience, Engagement, Aspirations, Teamwork and Enjoyment.



Rolvenden Primary School is located very close to the centre of the the picturesque village itself and we have very strong community links. Our school benefits from amazing facilities including an school field, an outdoor swimming pool and a huge range of clubs and extra curricular-opportunities.

We are part of the Tenterden Schools Trust. This is a local trust and includes Homewood School, Tenterden Church of England Junior School, Tenterden Infant School, John Mayne Primary School, St. Michael's Church of England Primary School along with several local nurseries. Being part of this trust enables our staff to have additional professionals to work closely with to ensure we provide an excellent learning environment for our children and support our staff with their chosen professional development route.



We believe strongly in developing the whole child and in addition to excellent Maths and English lessons, we offer learning opportunities across the whole breadth of the curriculum, including sports, drama and art. Our staff are enthusiastic and ensure all children achieve their potential.



# Job Description



## Job Details

**Job title:** Kitchen Assistant / Lunch Supervisor

**Salary:** NJC Scale 1 Point 2 (2-3)

**Contract type:** 16.5 hours (11:30 - 2:30 Mon - Thurs/3:00 Friday).

**Closing Date for Applications:** Friday 14th June 2024

**Interview Date:** Wednesday 19th June 2024

## Main Purpose

The Kitchen Assistant / Lunch Supervisor is responsible for collecting and serving the food provided by our catering partners and overseeing its consumption at lunchtime. They need to ensure that all statutory obligations in relation to health and safety are met and that all equipment is in good working order. They are also responsible for cleaning up both the room and plates/utensils etc. after the children have eaten.

## Key Duties and Responsibilities

### Collection of Food

- **Collect Meals:** Pick up pre-prepared meals from our catering partners in Tenterden at the designated times.
- **Transport Safely:** Ensure that the food is transported safely and hygienically to the lunch hall. Applicants must have their own car.
- **Ensure Quality:** Ensure that the food collected meets our quality and safety standards.

### Organisation

- **Prepare the Hall:** Arrange tables, chairs, and other necessary equipment in the lunch hall prior to meal times.

### Serving Food

- **Preparation:** Prepare the serving area and ensure all food items are ready for distribution.
- **Serve Meals:** Serve food to children efficiently, ensuring portion sizes are appropriate and dietary requirements are met.
- **Assist Children:** Help younger children with their meals as needed, ensuring a pleasant and orderly dining experience.

### Post-Lunch Duties

- **Clean Up:** Clear tables and serving areas after meals according to health and safety standards.
- **Store Equipment:** Properly store all equipment and leftover food according to storage guidelines.



# Duties and Responsibilities Cont.

## General Responsibilities

- **Health and Safety:** Adhere to all health and safety regulations, ensuring a safe environment for both staff and children.
- **Team Collaboration:** Work collaboratively with other staff members to ensure smooth operations.
- **Communication:** Communicate effectively with catering partners, school staff and children to ensure all needs are met.
- Ensure that food used for breakfast club/after school club is stored in line with food standards.

The Kitchen Assistant / Lunch Supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and all information included in the staff handbook. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Kitchen Assistant / Lunch Supervisor will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Food hygiene certification (or a willingness to complete it)</li> <li>• Driving licence and own car suitable for transporting food.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid certification (or a willingness to complete it)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in food service or a related field.</li> <li>• Experience working within a school or with children.</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Strong organisational and multi-tasking skills.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Friendly and approachable demeanor.</li> <li>• Ability to interact positively with children and staff.</li> <li>• Reliable and punctual.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Flexibility to adapt to changing schedules and requirements.</li> </ul>	





## The Process

- The closing date is **Friday 14th June 2024 at 13:00pm**
- **We strongly advise visiting the school to meet with a member of the team prior to application or interview.** You can book a visit by emailing [rpsoffice@rolvenden.kent.sch.uk](mailto:rpsoffice@rolvenden.kent.sch.uk) or by phoning **01580 241444**
- Shortlisting will take place on **Friday 14th June 2024**
- Interviews will take place on **Wednesday 19th June 2024**
- The post commences **w/c Monday 1st July 2024.**

## Equal Opportunities and Safeguarding

We are an equal opportunities employer and welcome applications from all members of the community. Rolvenden Primary School and the Tenterden Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful candidate will require an enhanced DBS check as part of the recruitment process along with two professional references.



## How to Apply

You can apply for this vacancy via the Kent Teach website using their electronic application form. If you would like a paper application form, please contact the school office.

## Any Questions

We are happy to answer any other questions you may have. Do feel free to contact us on [rpsoffice@rolvenden.kent.sch.uk](mailto:rpsoffice@rolvenden.kent.sch.uk) or by phone on **01580 241444**.

**Thank you for taking the time to read this document and we hope to meet you at Rolvenden soon.**

