



# The Rowans AP Academy

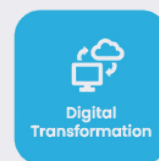
## Recruitment Pack Kitchen Assistant



# Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



**Owen McColgan**  
Chief Executive  
The Howard Academy Trust



# THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum  
Workplace  
Wellbeing Award



benenden  
health  
Subsidised Private  
Healthcare



Free flu jabs  
every autumn



Employee Assistance  
Programme with  
Free Counselling



Mental Health  
First Aiders  
in all schools



Early finish for  
teaching staff on  
Fridays for CPD/PPA



Multiple routes  
into teaching



Opportunities for  
collaborative CPD



Trust-wide training  
and networking  
events



Career Progression  
and upskilling  
opportunities



Bespoke in-house  
Into Leadership  
Courses



LGPS/TPS Pension  
Scheme & Generous  
Contributions



Competitive salary  
with annual pay  
progression



Early salary  
withdrawal with  
Access EarlyPay



Minimum 25 days  
annual leave for  
full time staff,  
plus bank holidays



Discounted hire of  
school facilities



Cycle to work  
scheme



Free car parking  
at each Trust site



EV Charging across  
sites



On site catering  
with a full  
lunch menu



Discounted gym  
membership



A diverse and  
inclusive workplace



Staff referral  
scheme



Flexibility  
for life events



Annual  
Trust Awards

We are happy to talk about flexible working.





# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Located in Rainham, Kent



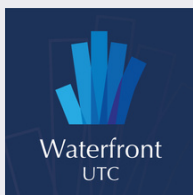
**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Located in Rainham, Kent



**Thames View Primary School**  
450 Pupils on Roll  
Located in Rainham, Kent



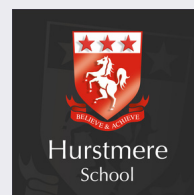
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**The Abbey School**  
1,100 Pupils on Roll  
Located in Faversham, Kent



**Hurstmere School**  
960 Pupils on Roll  
Located in Sidcup, London



**The Rowans AP Academy**  
93 Pupils on Roll  
Located in Chatham, Kent

# Welcome to The Rowans AP Academy



The Rowans AP Academy is a provision which enables young people to change the direction of their lives. Through a trauma informed approach, positive relationships and a strong focus on our core values of kindness, commitment and resilience, all pupils have the opportunity to re-engage with education, taking ownership of their lives and their choices.

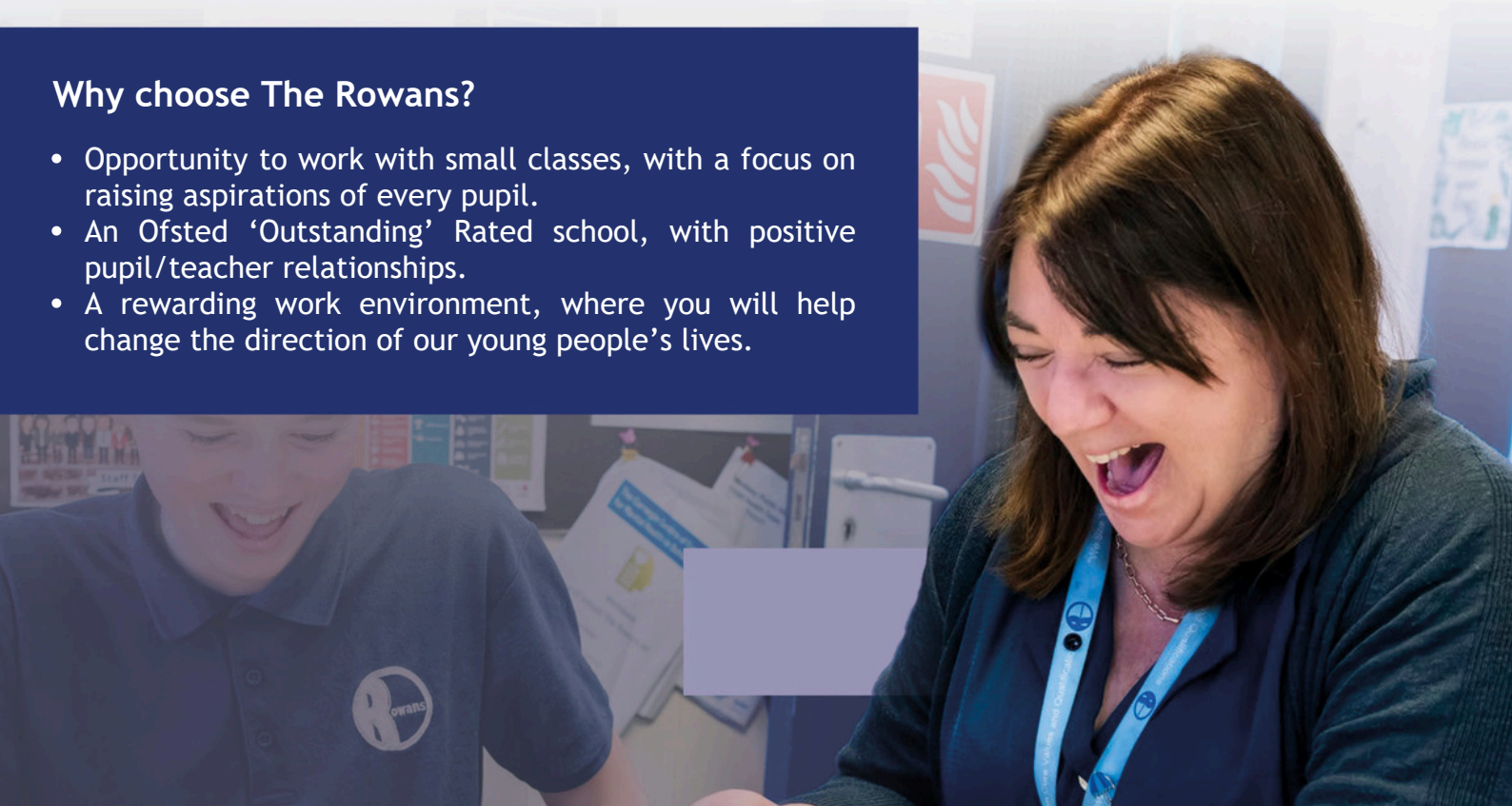
The Rowans AP Academy supports pupils who struggle with conventional education or, due to particular changing and often traumatic events in their lives, need a period of time in an alternative provision.

We offer alternative provision with a firm focus on supporting, engaging and raising the aspirations of every pupil. Through a bespoke combination of a challenging, engaging and progressive curriculum, a tailored interventions programme and cultural capital activities, we can ensure that every pupil has the opportunity to experience success and make progress.

*Mrs May, Principal*

## Why choose The Rowans?

- Opportunity to work with small classes, with a focus on raising aspirations of every pupil.
- An Ofsted 'Outstanding' Rated school, with positive pupil/teacher relationships.
- A rewarding work environment, where you will help change the direction of our young people's lives.



  
NOR  
**93**

  
Age Range  
**5-18**

  
PP  
**65.6%**

  
FSM  
**65.6%**

  
SEN  
**25.8%**

  
EAL  
**0%**

# Job Description

**Job Title:** Kitchen Assistant

**Contract Type:** Term-Time Only, Permanent

**Remuneration:** NJC Point E2, Grades 2-3

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.



**Personal and professional conduct**

The post holder should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

**Purpose of the Job:**

To support the smooth running of the school kitchen by assisting with food preparation, serving meals, maintaining cleanliness, and ensuring high standards of hygiene and safety are upheld at all times.

**Key responsibilities:**

- Cooking and preparing meals for pupils and staff, ensuring adherence to agreed menus and meeting all dietary needs
- Supporting the organisation and delivery of specialist events as required
- Ensuring full compliance with Health and Safety and Hygiene Regulations within the kitchen and surrounding areas
- Demonstrating comprehensive knowledge and understanding of 'The Safer Food Better Business for Caterers,' covering COSHH, HACCP, Allergies, EHO, and temperature recording as per the Food Standards Agency guidelines
- Maintaining accurate stock levels of dry goods and frozen cabinets
- Being aware of and responding to clients' needs regarding special meal arrangements, including likes, dislikes, and special diets, and managing portion control effectively

**Working Environment:**

The post holder will be required to work in a kitchen and may occasionally be exposed to hot working conditions. They will be responsible for operating equipment within the kitchen.

It is desirable that the post holder has experience in an environment that includes providing catering for children with additional educational needs, or have worked within schools or further educational establishments.

**Additional duties:**

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and 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 line manager.*

*An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*



# Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• Maths and English GCSE grade C or equivalent</li> <li>• Level 2 Food Hygiene &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid trained</li> <li>• Health &amp; Safety trained</li> <li>• Additional culinary/catering qualifications</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Ability to plan, cook, and present meals for children and adults</li> <li>• At least 2 years' experience of working in a school kitchen environment</li> <li>• Ability to plan menus to accommodate special dietary needs.</li> <li>• An awareness of health and safety issues.</li> <li>• Ability to maintain clear, accurate records</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector</li> <li>• Experience in an environment that includes providing catering for children with severe and profound learning difficulties, or prior experience within schools or further educational establishments is desirable</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Good understanding of multiple cooking methods and an understanding of correct cooking procedures</li> <li>• Excellent hygiene standards</li> <li>• Awareness of health and safety procedures in a kitchen environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and oral</li> <li>• The ability to work within a team and follow given instructions</li> <li>• Being well-organised and having good time-keeping skills</li> <li>• Capable of working efficiently in a busy environment</li> </ul>	

