

## Application for Catering Assistant

Thank you for your interest in the vacancy for the above position.

Valence School is a Kent County Council Foundation residential and day Special School for students from age 4 to 19 with physical disabilities, complex medical needs and associated learning difficulties. We are part of the Kent Special Educational Needs Trust (KsENT).

We have a large, dedicated staff team of over 250 people providing specialist teaching, social care, therapies and nursing care to an exceptionally high standard.

Valence School is a supportive environment and a rewarding place to work, and whether working directly with our students or in a school support role, every member of staff participates in enabling students to learn and aspire to achieve meaningful independence. Students flourish in a supportive but challenging environment, making good educational progress and achieving a range of accreditation as they get older.

Please find enclosed the following forms:

- Application Form } to complete and return
- Equality Monitoring Form } to complete and return
- Mission Statement
- Copy of the Advertisement
- Job Description and Person Specification.

The closing date is **3 February 2019** and we look forward to receiving your completed forms at your earliest convenience. Interviews are expected to be held on Thursday 14 February 2019.

Valence School is committed to safeguarding and promoting the welfare of every student and we expect all staff to share this commitment. References will be taken up before interview and successful applicants will need an enhanced Disclosure and Barring Service check. Please note that smoking (including e-cigarettes) is prohibited within the school premises and grounds.

Should you require any additional information or would like to arrange an informal visit to the school please do not hesitate to contact us.

Yours sincerely  
*Sarah Lowndes*  
HR Officer



Westerham Road, Westerham TN16 1QN  
t: 01959 567841  
e: [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)  
[www.valenceschool.com](http://www.valenceschool.com)

## CATERING ASSISTANT

Part Time - 25 hours per week - Term Time Only  
Working hours - Monday to Friday - 9.30am to 2.30pm  
Kent Range 2: £8,910 actual pro-rated p.a. (£8.10 per hour)

Valence School is a KCC Foundation residential and day Special School for children and young people with physical disabilities, complex medical needs and associated learning and communication difficulties. It is part of the Kent Special Educational Needs Trust.

As a Catering Assistant you will contribute to the day-to-day catering function of the school including meal preparation, washing up, clearing and cleaning the dining and kitchen areas. You will have a 'can do' attitude and be willing to take on a variety of tasks. A degree of flexibility is required for busy periods and functions. Experience in basic food preparation in schools is desirable but not essential.

We offer a supportive, friendly and rewarding working environment. Every member of staff participates in enabling students to learn and to aspire to achieve meaningful independence. *Valence School is committed to safeguarding and promoting the welfare of every student and we expect all our staff to share this commitment. References will be taken up before interviews and the successful applicants will require an enhanced DBS check.*

Closing date for applications: Sunday 3 February 2019  
For application details please contact HR [vacancies@valence.kent.sch.uk](mailto:vacancies@valence.kent.sch.uk)  
Interviews expected to take place on Thursday 14 February 2019

## Job Description: CATERING ASSISTANT

---

**Grade:** Kent Scheme 2

**Responsible to:** Catering Manager

### **Purpose of the Job**

To assist, as directed, with all aspects of the preparation of food and beverages to the standards required by the school.

### **Main duties and responsibilities**

1. Basic food preparation such as fresh fruit and vegetables, salad items and sandwiches.
2. Assist with the food service to students and staff to include the delivery of meals to other dining areas if required.
3. General cleaning of the kitchen and associated areas including all catering related equipment in accordance with the weekly/fortnightly cleaning schedule.
4. Set up and clear away dining room equipment, cleaning of counters and floors as required.
5. Washing up of all crockery and cutlery together with all food service equipment.
6. In the absence of the Catering Manager to check that food deliveries from suppliers are correct and put away in the appropriate storage areas.
7. To carry out other reasonable duties as required by the line manager.
8. To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
9. Occasionally, to assist with special functions at the school, this may be outside of normal working hours.
10. To observe and integrate within everyday practice of "Keeping Children Safe in Education" to safeguard and promote the welfare of children and to be aware of, and pro-actively observe, all school policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Person Specification: CATERING ASSISTANT

<b>REQUIREMENT</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>1. Qualifications/ Experience</b>	<p>Knowledge and understanding of Health and Safety issues, particularly related to food and hygiene.</p> <p>Knowledge of general catering operations.</p>	<p>Experience of providing food of good quality and presentation.</p> <p>Knowledge of stock control.</p> <p>Knowledge of portion control.</p> <p>Knowledge of accident reporting procedures, food storage and labelling procedures.</p>
<b>2. Skills</b>	<p>Able to work on own initiative and show creativeness.</p> <p>Able to work well within a team.</p> <p>Able to work under pressure and to meet deadlines.</p> <p>Flexibility in approach to hours worked for busy periods and school functions.</p> <p>Have a high standard of personal and general cleanliness and hygiene.</p> <p>Have good customer service skills and able to communicate effectively, and seek support to overcome communication barriers, with students and staff.</p>	<p>Understand and implement safeguarding and child protection procedures.</p>



## Mission Statement

Student's views and rights are central to the ethos of Valence School.

Its mission is to provide a learning community where there is quality education, care, access and therapy in order to promote each student's intellectual, physical, social, emotional and spiritual wellbeing.

Our work is about enabling children and young people who have special physical, medical and sensory needs to develop the knowledge, skills and understanding together with the confidence, self-esteem and self-dependence necessary for them to participate in and contribute to society in the way each chooses.

The School's aims are to:

1. Meet the individual needs of each student as documented in their individual Statements of Special Educational Needs.
2. Maintain and develop in students lively enquiring minds; to promote the ability to question and argue rationally; to encourage students to apply themselves to a range of tasks and skills.
3. Provide a multidisciplinary approach to a broad, balanced and relevant curriculum that meets individual needs with full access and accreditation.
4. Raise students' self-esteem and self-confidence and create in them a sense of personal excellence enabling them to acquire knowledge and skills relevant to life in a fast-changing world.
5. Help students to develop self-knowledge, spiritual and moral awareness and understanding and respect for other people's feelings, values and beliefs.
6. Help students to understand the multicultural world in which they live as citizens and the inter-dependence of individuals, groups and nations and the rights and responsibilities of living in today's Britain.

**Our Child Protection Policy can be found on our [website](#)**