



EDUCATION
TRUST



Applicant Information Pack

Kitchen Assistant

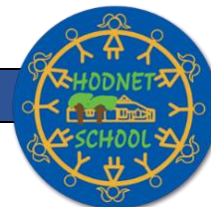
Maternity Cover



'Every Individual is in a great school'



Letter from the Headteacher



Dear Applicant,

Thank you for the interest you have shown in our school. Hodnet Primary School is situated in the rural village of Hodnet in North Shropshire. It is a wonderful community school, with the children drawn from the local area, surrounding rural villages and Market Drayton.

We are a popular school with 180 children on roll, in 7 individual year group classes. Our building is set within extensive grounds, including a Forest School area, school garden and large playing field. Our Early Years classrooms learning areas are Reggio Emilia inspired to promote independence and enjoyment through natural themes and self-selection activities.

Hodnet Primary School is a happy and successful school where pupils achieve well. We take great pride in our exciting, caring and welcoming school. Our staff team is constantly in pursuit of excellence whilst putting the children's best interests at the heart of all decision making. We are a well experienced, dedicated and passionate whole-school team who set high expectations for our pupils and have the well-being and safeguarding of all, at the heart of all that we do.

We aim to equip our pupils with the necessary **social** and **academic** skills and knowledge that they need to be **lifelong learners**. We want them to have a **passion** for learning and an **inquiring mind**. Our school community **prioritises well-being** and we ensure all pupils and staff have respect for themselves and others and that we celebrate difference and individuality.

We are committed to enriching the curriculum for our children through a wide range of clubs, trips, competitions, community work and collaboration with other schools. It is important to us to offer as many opportunities as possible to the children, ensuring that we offer a full and enriching experience for all. Our children are hardworking and well behaved. They take pride in their work and are kind and caring towards others. We recognise achievements and celebrate success together.

Our staff are our greatest asset: we are committed to continued professional development for all our staff as we aim to make our community as successful as possible. We foster open, professional and respectful relationships across the school and staff well-being and happiness is paramount.

This recruitment pack contains details about our school, the 3-18 Multi Academy Trust, and the commitment to our staff and students. Please explore our website and read the additional materials included in this pack to find out more.

If you decide that you would like the opportunity to work in our school and feel that you have the ability to make a difference, then we look forward to your application. If you would like to arrange a visit or an informal discussion, then please contact our School Office via email: admin@hod.318education.co.uk

We look forward to hearing from you.

Yours faithfully,

Penny Lyall,
Headteacher

Together We Achieve More
Be Ready, Be Respectful, Be Safe



About our School



At Hodnet Primary School, we pride ourselves on our welcoming learning environment and positive community ethos. Hodnet Primary School is a very special place to many. Parents and governors are involved and supportive, and the children are involved in all aspects of school life through our pupil voice opportunities such as School Council, Eco Warriors, Safety Crew and House Team system.

'Together We Achieve More' by working collaboratively and with the best interests of our children at the centre of our decision making. Children are happy and make good progress through our ambitious curriculum. We are very proud of their effort and attitudes.



Our school sits at the heart of a wonderful community and we pride ourselves on being responsive to the families we serve. The school staff strive to make Hodnet Primary school a happy and successful learning environment for all children.

We encourage our children to be brave, resilient and persevere with goals and challenges.

We value all our children and families and are committed to nurturing and inspiring children to be happy, confident learners. We achieve this by working together to create meaningful and enjoyable experiences. In this way we strive to instil a lifelong love of learning and achieving.



Our broad and balanced curriculum aims to meet the needs of all learners, with pupils involved in their own learning design as much as possible. We aim for children to be confident and ambitious with a creative wonder about the world around them and the world beyond their immediate surroundings. We ensure children have the knowledge and skills they need to succeed.

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free



Job Description: SEND Teaching Assistant



Title of Post	Kitchen Assistant
Grade and SCP	Grade 3 SCP 3
Hours/Working Weeks	15 hrs per week/38 weeks
Post Status	Temporary to cover maternity leave
Accountable To	Headteacher

Summary of the Job

To provide general assistance within the school in the preparation of school meals; ensuring orderly central storage of food and ingredients and routine maintenance of the kitchen.

Outline of Main Duties – Job Description

- To work as directed in the preparation of food within the school kitchen.
- To assist in the service of food in a child friendly and customer focused manner at all times.
- Assisting in cleaning and maintaining a hygienic working environment in line with current food safety legislation (including handwashing of food trays and setting out and clearing of tables and chairs).
- To promote the choice of healthy food options by pupils.
- To engage in any promotional activity relating to the school lunch provision.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and termly designated cleaning days.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school kitchen.

	Person Specifications - Essential	Person Specifications - Desirable
Qualifications	NVQ Level 1 or 2 in Food Preparation or similar (This qualification can be gained at school if necessary)	
Work or Relevant Experience:	Working as a member of a team	Previous experience in a kitchen or food preparation environment
Skills/Knowledge	• Ability to follow instructions • Good time management • Basic understanding of food safety and cleanliness standards	• Basic cooking skills • Knowledge of dietary requirements and allergens
Personal Attributes	• Reliable and punctual • Team player • Willingness to learn • Ability to work under pressure	
Special Conditions	• Ability to stand for long periods • Capable of lifting and carrying kitchen supplies, including tables/chairs Sufficiently fluent in spoken English to ensure effective communication in the role Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- To maintain constructive relationships and communicate with other staff and line management.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Safeguarding

Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. Including supporting the safeguarding and promoting the welfare of children.

Data Protection and other statutory responsibilities

Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Other Duties

Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Meetings

To attend meeting as required by school or Trust.

To attend the annual 318 Education Trust conference.

Professional development

Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



Application & Appointment Process

An application form is available to download from the school website which can be found [here](#).

Please complete and return it promptly, highlighting your relevant experience, skills, and personal qualities.

If you would like to be sent an application form or for more information or to arrange an informal conversation, contact Hodnet School's Office Manager, Dawn O'Connor at admin@hod.318education.co.uk 01630 685300

Application Deadline: Friday 9th January 4pm 2025

Interview Date: Friday 16th January 2025

Submit Applications to: admin@hod.318education.co.uk

Interviews will be offered to applicants who best match the person specification and job description.

If invited for an interview, bring evidence of qualifications and documents for the DBS application process.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust or school website.