

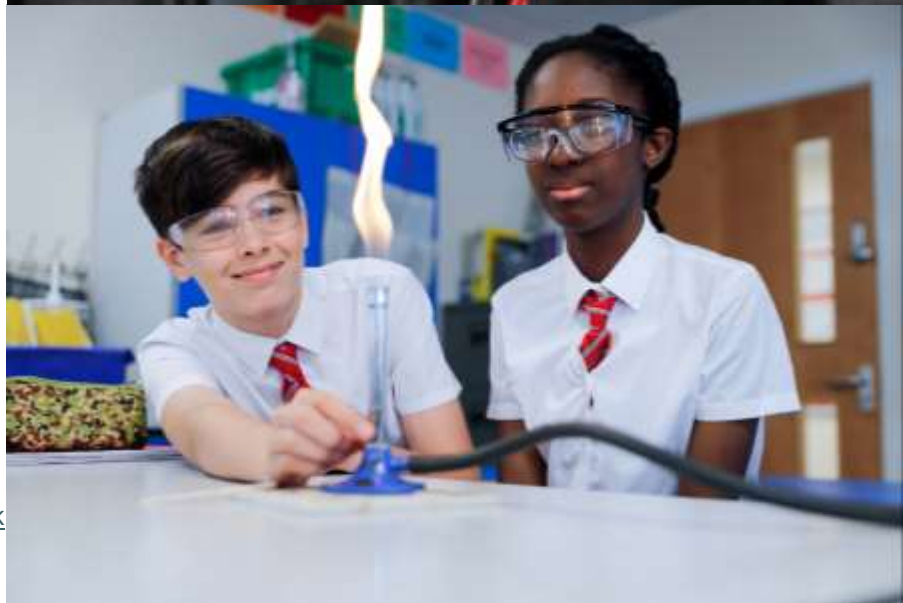
**Robert Clack School of Science**

**Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)**



# RECRUITMENT PACK

**FOOD SERVICE ASSISTANT**



Tel: 020 8270 4197

Website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Email: [office@robertclack.co.uk](mailto:office@robertclack.co.uk)

Recruitment queries: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

# Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

**Russell Taylor**  
**Executive Headteacher**



# The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Please submit completed applications either by e-mail to: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk) or through submitting an application on the vacancy which is posted on the TES website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Manager, Emma Selvon on 020 8270 4197 or on the above email address.

## **Safeguarding and Promoting the Welfare of Children and Young People Note:**

*Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.*

## **Key dates:**

Closing date for receipt of applications: 8am on Monday 3 November 2025.

Interviews to be held: TBC – during November 2025.

Commencement date in post for successful candidate: As soon as possible.

# Advertisement

## FOOD SERVICE ASSISTANT

**SALARY:** Scale 2 - £15.68 per hour

**APPOINTMENT:** 10 hours per week / 2 hours per day, Monday to Friday, term-time only but hours may be subject to change.

We wish to appoint a Food Service Assistant to work for 10 hours per week in the school kitchen and support the provision of a high quality food service at Robert Clack School. Although this role may be based at one school site, it is not site specific and you may be asked to work at any of the three school sites.

The successful candidate will be required to assist with services, which will include food preparation, cooking, preparation and cleaning of the kitchen and dining room areas, pot and dishwashing and food service to the pupils and staff. You should be aware that this role includes manual handling/lifting.

**You are required to possess the following skills and experience:**

- Excellent communication skills in order to respond to the needs of pupils, colleagues and visitors;
- Experience of working in a kitchen environment and using kitchen appliances in a school;
- Ability to follow school policies, procedures and instructions;
- Work methodically, with attention to detail;
- Able to resolve routine issues in the preparation and service of food;
- Patience and a calm manner.

**Please note that previous applicants need not apply.**

# Job Description



|                                            |                                                                                                                                                                    |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>                          | Food Service Assistant                                                                                                                                             |
| <b>Working Hours:</b>                      | Part-time, 10 hours per week, term-time.<br>Hours of work are subject to change depending on needs of catering team.                                               |
| <b>Department:</b>                         | Secondary                                                                                                                                                          |
| <b>School:</b>                             | Robert Clack School<br>Although you may be based on one school site, your role is not site specific and you may be asked to work at any of the three school sites. |
| <b>Reports to:</b>                         | Cook Supervisor/Assistant Cook                                                                                                                                     |
| <b>Responsible for:</b>                    | N/A                                                                                                                                                                |
| <b>Number of Posts Supervised/Managed:</b> | N/A                                                                                                                                                                |

## 1. Purpose of the Job:

- To contribute to the provision of a high quality, professional and responsive catering service at Robert Clack School.
- Assist with food preparation, cooking, preparing and cleaning the school kitchen and dining room areas, pot and dish washing, and food service to pupils and staff.
- To meet all service and operational related standards in compliance with all service related regulations and legislation e.g. Health & Safety, Hygiene, Food Safety/Safer Food -Better Business, Operations Manuals and Kitchen Records.

## 2. Main Activities (under direction of Cook Supervisor/Assistant Cook):

- Prepare food using a range of kitchen equipment and tools.
- Assist in the assembly, production, cooking and storage of food. Where appropriate ensure that food products are made ready for transportation.
- Undertake food service duties before school, during break time and lunch time to pupils and staff.
- When serving food, ensure that it is accurately portioned and accounted for.
- Ensure that food served is registered with the correct pupil/staff member using the cashless till system.
- When directed, replenish and maintain all drinks and goods' counters.
- Advise all service users of the menu items that are available.
- Able to provide information relating to the menu items and how they are produced, including the main ingredients and basic product knowledge.
- In accordance with Safer Food, Better Business (Food Standards Agency) legislation assist with the routine cleaning of all kitchen equipment, utensils and work surfaces.
- Undertake pot and dish washing duties.
- Ensure that the kitchen and other areas are cleared and cleaned to the required standards before

and after food service.

- Ensure that the dining room and other designated areas are cleared and cleaned to the required standards before and after food service.
- Assist with setting out, clearing and cleaning tables and chairs, counters, cutlery etc.
- Assist with the induction of new staff in the kitchen environment.

### **3. Statutory Requirements:**

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

### **4. General Accountabilities and Responsibilities:**

- Comply at all times with the Council and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity, Health & Safety and Safeguarding.
- Undertake a proactive, committed approach towards the School's values and ethos.
- Comply with the competencies and standard requisites agreed by the School as relevant to your post.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Comply with the Data Protection Act 2018 and associated General Data Protection Regulations (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

*The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Catering Manager/Line Manager within the grading level of the post and the competence of the post holder.*

# Person Specification

|                    |                        |               |         |
|--------------------|------------------------|---------------|---------|
| <b>Post Title:</b> | Food Service Assistant | <b>Grade:</b> | Scale 2 |
|--------------------|------------------------|---------------|---------|

| Attributes                                     | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                               | Assessment Method                                 | Essential                           | Desirable         |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------|-------------------|
| <b>Experience</b>                              | <ul style="list-style-type: none"> <li>• Relevant work experience working in food preparation and service.</li> <li>• Experience of working with children in a school or similar environment.</li> <li>• Experience of working on own initiative.</li> </ul>                                                                                                                                                                           | Application form, interview and task at interview | <p>X</p> <p>X</p>                   | <p>X</p>          |
| <b>Education, Training &amp; Qualification</b> | <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills.</li> <li>• Good general standard of education.</li> <li>• Food service/preparation qualifications</li> </ul>                                                                                                                                                                                                                                               | Application form and task at interview            | <p>X</p>                            | <p>X</p> <p>X</p> |
| <b>Professional Relationships</b>              | <ul style="list-style-type: none"> <li>• Excellent customer service and verbal communication skills when dealing with pupils, parents, visitors and colleagues.</li> <li>• Ability to work effectively, supportively and professionally within a team.</li> <li>• Ability to uphold the School's behaviour standards for pupils where necessary.</li> <li>• Able to work under direction and follow guidelines/instructions</li> </ul> | Application form and interview                    | <p>X</p> <p>X</p> <p>X</p> <p>X</p> |                   |

| <b>Safeguarding and Equality &amp; Diversity</b> | <ul style="list-style-type: none"> <li>• A commitment to the safeguarding and welfare of children.</li> <li>• Knowledge, understanding and commitment to equal opportunities and diversity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Application form and interview                    | X<br><br>X                                     |  |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------|--|
| <b>Knowledge, understanding and skills</b>       | <ul style="list-style-type: none"> <li>• Ability to use a variety of kitchen equipment and tools.</li> <li>• To be able to work in accordance with the school's health and safety policies</li> <li>• Good organisation, planning and the ability to prioritise effectively.</li> <li>• Ability to work methodically with good attention to detail.</li> <li>• Ability to work calmly under pressure, including when dealing with emergency situations.</li> <li>• Basic knowledge of confidentiality and ability to maintain confidentiality with regard to all school matters.</li> <li>• Practical and creative approach to problem solving.</li> </ul> | Application form, interview and task at interview | X<br><br>X<br><br>X<br><br>X<br><br>X<br><br>X |  |
| <b>Any additional factors</b>                    | <ul style="list-style-type: none"> <li>• A commitment to personal professional development.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Application form and interview                    | X                                              |  |

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