



Grove School

General Assistant February 2022

Candidate Information January 2022

Grove School
Dawson Road
Handsworth
Birmingham
B21 9HB
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12.01.22

Dear Applicant,

Thank you for requesting information regarding General Assistant positions at Grove School. Enclosed is a booklet with information about General Assistant at Grove School and the following vacancies from February 2022:

General Assistant vacancy, 3 hours daily, Monday – Friday (15 hours per week). The 3 hours will be worked between 11.00 - 3.00pm and will be confirmed with the successful candidate.

Staff are required to work 3 cleaning days per year that may fall in the school holiday period.

1. Our parents and pupils provide excellent feedback on our school, they enjoy life at school and participate well in the wide range of extracurricular activities offered beyond the school day. Our vision is that our all our children will achieve their highest potential whilst with us in school, through a well balanced curriculum, innovative teaching and all children engaging in higher order thinking. Our Grove school expectations are central to how we work together in school as a community, through respect, caring, thoughtfulness, honesty and giving of our best we can achieve so much in school.

If you were appointed as a General Assistant in our team at Grove, we would offer you:

- a clean working environment with experienced staff;
- an opportunity to work with a skilled team of Kitchen staff;
- opportunities to engage in high quality professional development to extend your skills;
- support from senior managers in school and the governors of our school.

The closing date is: Wednesday 26th January 2022 at 12.00pm

Interviews will be held on Tuesday 8th February 2022

Grove school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicant(s) will need to provide evidence of their identity and Right to Work in the UK. An enhanced DBS check is required for all successful applicant(s).

Yours sincerely,

P Matty
Head teacher

Enclosed

1. Application Form
2. Job Description
3. Person Specification

JOB DESCRIPTION

Job title: General Assistant

Grade 1 - £17,842- £18,562 full time equivalent

Hours: 11am – 2pm Monday to Friday – 15 hours per week

This post requires an enhanced disclosure and barring service check.

1.0 JOB PURPOSE

- 1.1 To work under the control and direction of the Catering Manager in the preparation, cooking and serving of food to a daily schedule. To promote the Catering Service at all times ensuring compliance with school policies and to comply with regulations relating to Food Hygiene and Health & Safety.

2.0 ROLE AND RESPONSIBILITIES

- 2.1 To assist in the basic preparation of food and refreshments, which may include some cooking.
- 2.2 To assist in the care and cleaning of all kitchen equipment.
- 2.3 To prepare dining rooms, including movement / lifting of dining room furniture and the laying of tables.
- 2.4 To erect and dismantle dining room furniture where necessary.
- 2.5 To serve meals and other refreshments.
- 2.6 To assist in the cleaning of the kitchen, dining room and kitchen equipment, including washing up, sweeping and mopping.
- 2.7 To assist in the checking and storage of deliveries.
- 2.8 To maintain at all times standard of dress and appearance as appropriate to policy.
- 2.9 To assist, when necessary, with promotional activities/special events. This may include occasional evening work, i.e. parents evening, taster sessions, etc.
- 2.10 To comply at all times with school and local authority policies and procedures.
- 2.11 To ensure that all work is carried out in accordance with the legislative requirements of the regulations relating to Food Hygiene and Health & Safety.

HEALTH AND SAFETY STATEMENT

In accordance with Birmingham City Council Safety Policy, Grove school has a commitment to ensure the health, safety and wellbeing of all our staff.

Grove school will adequately control health and safety risks arising from our work activities and consult with our employees on matters affecting their health and safety at work.

We will provide information, instruction, supervision and training for our employees ensuring they are competent to carry out their work safely.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Catering manager

3.2 LEVEL OF SUPERVISION

Left to work within established guidelines subject to scrutiny by supervisor.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
None			

5.0 SPECIAL CONDITIONS

5.1 Required to be available for evening school activities and special functions mounted by the school e.g. fund raising events, parents/teachers meetings and Governors meetings.

5.2 To be available for work during school holidays when leave entitlement is exhausted.

5.3 To attain hygiene training, commensurate with your duties.

5.4 To attend training courses as required.

5.5 To hold a Level 2 Certificate in Food Safety

5.6 Term time working to school term dates.

5.7 To attend an induction course

5.8 To work 3 cleaning days per year that may fall in school holiday period.

- 5.9 There may be some flexibility required around start and finish times according to the needs of the service.
- 5.10 To provide own footwear, which needs to be flat and enclosed with non-slip soles.
- 5.11 This post involves working with children and is therefore subject to a disclosure check through the confidential process administered by the Criminal Records Bureau. As part of the recruitment process to work with children you will be required to provide information on all convictions and reprimands, spent or not. A conviction may not exclude candidates from these jobs but will be considered as part of the recruitment process. Birmingham City Council and Grove school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**
- 5.12 Grove school is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.
- 5.13 Under Section 8 of the Asylum and Immigration Act of 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control. It is therefore necessary for Grove school to establish the entitlement to work in the UK for all applicants.

Skills and Competency Based Person Specification

KEY: MOA (Method of Assessment): AF = Application Form, I = Interview, T = Test, P = Presentation, G – Group Exercise, AC = Assessment Centre

Section 1 - Experience, abilities, knowledge and qualifications / training		
In your application form please provide evidence of how you meet the below requirements for the role. Applications will be long listed against these requirements		
		MOA
1.	Must have a general knowledge of catering and the ability to work as part of a team.	AF/I
2.	Ability to receive and follow instructions, and able to work to a daily service schedule. Ability to operate and manoeuvre cleaning equipment. Demonstration of ability to work in an environment working with children.	AF/I
3.	Must hold a Level 2 certificate in Food Safety, and have a willingness to attend any other appropriate in-house training.	AF/I
4.	Awareness of basic hygiene standards, as well as a common sense towards personal Health and Safety, and a tidy, professional appearance and manner.	AF/I
5.		AF/I
6.		AF/I
7.		AF/I

Section 2 – Competencies

If your application is successfully long listed, you will be invited to the next stage in the selection process. In addition to the above requirements you will be asked to demonstrate competencies in the below areas. Competencies can also be described as behaviours. They describe 'how' we expect people to behave doing their job. Competencies will vary between job roles and different levels but an overview of them, as required by Birmingham City Council, are described below.

Competencies (behaviours)	1 Category Definition	MOA
Moving the school forward	People who demonstrate this competency take the needs of the school and its customers into consideration when assessing how best they can deliver their service. They will network and develop relationships with others in helping to deliver a better service. They will help others in their work and be open to new ways of working. They are able to demonstrate good customer care at all levels.	AF/I
Managing Ourselves	People who demonstrate this personal competency take responsibility for their work and development. They take action to overcome obstacles and seek to achieve agreed outcomes in the most cost effective way. They are careful and economical in the use of resources. They ensure that work carried out meets the needs of the school. They adopt strategies to manage their own workload.	
Working with others	People demonstrating this personal competency treat others as they wish to be treated. They build effective relationships with all their working contacts both inside and outside the council. They are encouraging supportive and helpful, and consider the impact of their working style on others. They portray high standards when dealing with confidential, sensitive and personal issues.	
Providing direction	People who demonstrate this personal competency present themselves as a role model to others. They enable people to achieve their best. They set clear objectives and standards, review performance, coach and organise work. They communicate the way ahead and consult and involve others. They establish clear guidelines and goals with managers and unit supervisors, to achieve safer recruitment requirements.	