



Carlton
Keighley



CARLTON
ACADEMY TRUST

Recruitment Pack

Kitchen Assistant

Salary: Band 2, Point 1 (£9,906 Actual Salary)

Hours: 23.75 per week – Term Time plus 7 Days

**Monday to Thursday 9.00am – 2.00pm
Friday 9.30am – 1.15pm**

**Closing date for applications:
Monday 6 December 2021 – 10.00am**

Carlton Keighley, Green Head Road, Utley, Keighley BD20 6EB
Telephone: 01535 210333

Dear Applicant

Thank you for your interest in the support staff position at Carlton Keighley. If you are successful you will join our academy at an exciting time transitioning into the Carlton Academy Trust. In September 2021 the academy will started life as Carlton Keighley and become a full-time member of the Carlton family of schools.



Although the academy has had a colourful past and had never been graded as good or better, under new leadership and in partnership with the Carlton Academy Trust, it has already shown all the signs of becoming an outstanding school which realises the potential of its amazing students. These improvements were rightly recognised by Ofsted in Jan 2020, when for the first time in the school's history we were graded as a 'Good' school.

Since my appointment by the Trust in March 2019 we have brought about rapid school improvement by introducing and implementing the Carlton MAT operating systems from Carlton Bolling, a school with outstanding status and outcomes that has also been named Secondary School of the Year (Pearson Education Awards) and received World Class education status.

We have become very focused on ensuring that we have the right calibre of people working at the academy, who have a clear understanding of the academy's direction of travel. We have developed a curriculum that educates the 'whole child', and focused CPD on quality first teaching and ensuring all staff reach their potential. This can only occur in a well-structured organised environment where students are fully engaged in their educational journey.

We have installed high standards and expectations for students and staff and believe that these are paramount to bringing successful outcomes to all learners. The environment that has been created is warm and caring with a real sense of purpose and ambition.

It is virtually impossible for any organisation to truly capture the vibrant nature and character of the academy that you are applying for. My commitment to you is that we will ensure the following priorities;

- School is orderly and students will be ready to learn
- Teaching and Learning is the core of school business
- Staff well-being and professional development is at the heart of school improvement

I trust that our advert and person specification make clear that, first and foremost, we are looking for an exceptional classroom practitioner, but also somebody who is ready to take that next step in their career. We are looking for a colleague who has intelligence, integrity and the capacity for sustained hard work. The successful candidate will have the ability to roll their sleeves up and contribute to the school community.

I would encourage potential candidates to take the opportunity to visit the academy prior to making an application, to see for yourself the community of staff and students you would join. I am confident that your experience will make you want to work at our academy.

May I wish you good luck with your application and please do not hesitate to contact one of our team if you would like more information about the academy.

Jon Skurr
Executive Headteacher

Mark Turvey
Head of School

The Application Process

Completed applications may be submitted online to recruitment@catrust.uk

or by post to:

Recruitment Manager
Carlton Keighley
Green Head Road
Utley
Keighley
BD20 6EB

Shortlisted candidates will be notified by letter or telephone call with details of the interview and selection process.

'Join our journey to amazing'

Carlton Keighley

Carlton Keighley is situated just 10 miles from Bradford city centre and is easily accessible by both car and public transport. We are experiencing times of change and are excited by what the future holds for all our staff, students and the community in which we serve. We are now officially graded as a 'Good' School. For the last 3 years we have obtained Progress 8 scores in line with national averages illustrating the significant potential for improvement. Carlton Keighley is joining the ambitious and expanding Carlton Multi-Academy Trust later this year. The MAT has grown out of the success of Carlton Bolling, a large Bradford secondary school. Carlton Bolling has been on a rapid improvement journey over recent years, which has seen the school progress from an Ofsted rating of Inadequate (Special Measures) to Outstanding in just under two years, and was recently awarded Secondary School of the Year at the Pearson Education Awards.

Your new role

Firstly, you can be assured if you join the team at Carlton Keighley that you will be part of a supportive, hardworking and committed organisation. We care about our staff and work hard to ensure your personal development is a priority in order to support your career aspirations and goals. We invest in training and CPD programmes both internally and externally to ensure you are equipped with the tools and skills to be the best you can be. You will be joining an academy that is well resourced and you will be expected to teach across the age and ability range.

What you will need to succeed

You may currently be working in industry or in another school and are looking for a new challenge in a new environment. We ask that you have a positive attitude, intelligence, high levels of integrity and the capacity for sustained periods of hard work. Alongside a commitment to a culture of continuous improvement within an inclusive environment, you will have the ability to motivate and inspire others and possess a high level of interpersonal and communication skills.

What you will get in return

We are a small school with motivated and respectful students and staff. You will be well supported by our trust Facilities team and will benefit from support from experienced individuals in our school and other schools that are in the Carlton Academy Trust.

JOB DESCRIPTION

Post Title: Kitchen Assistant

Salary: Band 2, SCP 1

Hours weekly: 23.75 per week - Term Time only + 7 days
Monday to Thursday 9.00am – 2.00pm
Friday 9.30am – 1.15pm

Responsible to: Catering Manager

Overall Purpose:

To be an effective member of the Academy catering team, to help with the serving of food and clearing and cleaning afterwards, as directed by the Catering Manager, whilst respecting the needs of students and staff.

Main Activities and Responsibilities:

- Assist with the day- to- day food preparation.
- Preparation of service counters prior to service.
- To serve food to students , staff and visitors.
- To be able to use a cashless till; training will be given.
- Washing up of crockery and all utensils including pans, and clearing and cleaning of service areas after use.
- Ensuring that the dining room floor, tables and hot cupboards are cleaned daily after use.
- To make sure the dishwasher and waste disposal are cleaned on a daily basis.
- Report any faults or problems to the Catering Manager, to avoid more serious situations arising.
- To assist the Catering team with other cleaning duties as directed.
- Be available for occasional functions outside normal working hours given reasonable notice.
- Undertake other duties appropriate to the post as required by the Catering Manager that may be reasonably required from time to time.

Skills and Competences required in the roll:

Conscientious, flexible and easy-going personality with the ability to work calmly and under pressure in a busy environment. The ability to switch between tasks with ease and have a good sense of humour.

It will be an advantage if you have a current basic food hygiene certificate (level 2) and experience of working in a catering environment.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.