

# Widford Lodge School

**Kitchen Assistant Candidate Recruitment Pack**



# Headteacher's Welcome

**We believe that children who are happy and secure in their learning environment are more likely to achieve their potential.**

**Traditional values are at the core of the school's philosophy whilst we prepare young people for a rapidly changing world.**

Dear Applicant,

Thank you for your interest in the current kitchen assistant vacancy at Widford Lodge School.

Widford Lodge is a unique and special learning environment. We have been inspiring a love of learning in pupils between the ages of 2½ and 11 since 1935. We are set in beautiful grounds on the edge of Chelmsford, not far from the A12.

In November 2022 the inspection by ISI awarded us an “**excellent**” report for both regulatory compliance and educational quality.

Our **vision** is simple - to enable all of our children to flourish in a happy and nurturing environment. We have a strong sense of community amongst pupils, staff and parents; we empower pupils and staff so that children can fulfil their potential and develop into confident and curious learners. We provide opportunities for pupils to take part in a variety of sports, music and drama activities, to help care for our chickens and to spend time with our school dog, Bonnie. Forest school, trips and visitors enhance the pupils' learning experiences, our extended opening hours of 8am to 5.30pm enable pupils to participate fully in all that we have to offer.

Please come and explore our school and see how our children learn, grow in independence and become well rounded and resilient young people ready for the challenges and opportunities their lives will bring.

For further information about our school, please visit our [website](#).

To arrange a visit to the school, or to discuss the role further, please contact me on **headteacherpa@widfordlodge.co.uk**

I look forward to welcoming you to our school.

Michelle Cole A.C.I.B. – P.G.C.E.

Headteacher



# About Widford Lodge School

**We are proud of our record of achievements. Widford Lodge pupils reach their full potential, flourish in a nurturing environment and develop a love of learning**

Widford Lodge School is set in a secluded setting on the outskirts of Chelmsford, close to the A12 with convenient access from all of Chelmsford, Brentwood and surrounding towns and villages.

Widford Lodge School was founded in 1935 by the Witham family, as an all-boys boarding school. During the Second World War, we acquired the distinctive school hall when the school was commandeered by the local ambulance corps. In 1985, we introduced the Pre-Prep, accepting boys aged four to seven. At the end of the 1980s, we became a day school. In the early 1990s, Widford Lodge became a co-educational day school for children between the ages of 2½ and 11 years old.

Our deceptively compact school site includes school buildings in an elegant manor house and purpose-built classrooms. Our grounds include a nine acre sports field (a short walk away), a flood-lit tennis court and all-weather multi-purpose sports area as well as our playground and woods.

We provide a caring, inclusive and diverse environment for our school community, offering a broad and balanced academic curriculum in a stimulating setting full of opportunities in which children can thrive. Each and every one of our pupils are important, and we cherish their individuality and work together to support their all-round wellbeing and progress.

As an independent school, we are able to refine the curriculum to suit our ethos whilst preparing the children for a variety of academic challenges. Many of our children sit the 11+ and take entrance and scholarship exams to local senior independent schools. Our passionate teachers, subject specialists and small class sizes ensure our pupils work at pace, making progress whilst taking increasing responsibility for their work and effort.

Our core values represent the intrinsic principles that guide our actions and serve as our cultural cornerstones: **Honesty, Empathy, Acts of Kindness, Respect and Tenacity.** Our HEART logo was also designed by pupils.

We are proud of our place in the community, and always looking to do more to work in partnership to improve educational provision for all. Charitable work is an important part of our school activities. In 2022 we were presented with the award for best supporting school by the Little Eds Foundation, a Chelmsford based charity that supports disadvantaged young people and their families in Chelmsford.

# Our new kitchen assistant

**Part time: To commence September 2023.**

We are seeking an enthusiastic kitchen assistant to start work in September 2023 at the beginning of our next school term.

This is an exciting opportunity to join our outstanding school with highly motivated pupils from Reception to Year 6. We cook fresh lunches for our pupils and staff. Our kitchen team is a small, friendly and motivated team

## **The successful candidate will:**

- Have experience working under pressure in a busy environment
- Be motivated to work with young people
- Have a positive attitude
- Have a great sense of humour



### What we can offer:

- A well-respected school with established partnerships in the local community and with external agencies.
- A collaborative and forward-thinking leadership team.
- A well-resourced working environment with dedicated, supportive and enthusiastic colleagues.
- A lovely school, with great facilities.
- A culture of continual professional development to ensure your success and develop your career.
- Employee assistance programme.
- Free car parking on site.
- High quality free lunches.

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial **essential** criteria under qualifications, knowledge and experience.

	<b>Essential</b> These are qualities without which the Applicant could not be appointed	<b>Desirable</b> Extra qualities which can be used to differentiate applicants
<b>Qualifications</b>		<ul style="list-style-type: none"><li>• Health &amp; hygiene certificate</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working under pressure in a busy environment</li><li>• Flexibility</li></ul>	<ul style="list-style-type: none"><li>• Experience of dealing with young people in work or home situation</li><li>• Experience of working in a school kitchen</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Good organizational skills</li><li>• Good interpersonal skills</li><li>• Ability to work unsupervised and on own initiative</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of school catering organisation and Health and Hygiene requirements</li></ul>

# Application process

## Application Form

- Applicants must use the school's application form [Application form](#)
- CVs are not accepted.
- Please complete all aspects of the form fully. Include your full work history leaving no unexplained gaps since leaving school education. Include all the training you have completed.

## References

- Please make sure your referees are aware of your application and that they are able to provide a swift turn around. Please give the name and contact details of your two most recent employers. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.
- In the case of references from a school, this should be the Headteacher (or Chair of Governors for Headteacher positions).

It is the School's policy to employ the best-qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.

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. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS. All new posts within the School are subject to a probationary period.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the Exemptions Order 1975, 2013 and 2020. Therefore all convictions, cautions, reprimands and final warnings must be declared other than those which are "protected" under the Act.

# The application

<b>Pay range:</b>	£10.42 per hour
<b>Hours</b>	Part time: 16 hours per week, four days per week: Mondays & Thursdays 11.00am-2.30pm; Tuesday & Friday 10.30am-2.00pm, 34 weeks per year (term time only + 1 staff inset morning + sports day). Paid annual leave (to be taken in school holidays)
<b>Start date:</b>	September 2023
<b>Closing date:</b>	Monday 14th August 2023 at 12.00 noon
<b>Shortlisting date:</b>	Tuesday 15th August 2023
<b>Interview dates:</b>	Tuesday 29th August 2023
<b>Visits to the school:</b>	Please email: <a href="mailto:headteacherpa@widfordlodge.co.uk">headteacherpa@widfordlodge.co.uk</a>
<b>School website link:</b>	<a href="http://www.widfordlodge.co.uk">www.widfordlodge.co.uk</a>
<b>Send your completed application form to:</b>	<a href="mailto:headteacherpa@widfordlodge.co.uk">headteacherpa@widfordlodge.co.uk</a>
<b>Any questions, call the school office team:</b>	01245 352581





# Job description

## Kitchen Assistant

### Job Purpose:

To support the preparation, serving and clearing of the daily school lunches

### Reporting to:

School Chef

### Duties:

- preparation of food;
- washing up;
- Moving tables & chairs;
- cleaning, sweeping and washing floors;
- serving meals;
- contributing to the maintenance of pupils' safety and security;
- reviewing and developing their own professional practice;
- adhering to confidentiality, Safeguarding and child protection procedures, Health & Safety, and the policies of the School;
- any other tasks associated with the day to day running of a busy kitchen.

**Please contact us for more information.**

**We have virtual tours of the School  
on our website.**

**Widford Lodge Preparatory School  
Widford Road, Chelmsford, CM2 9AN**

**01245 352581**

**headteacherpa@widfordlodge.co.uk**

**[www.widfordlodge.co.uk](http://www.widfordlodge.co.uk)**

**[www.facebook.com/WidfordLodge](https://www.facebook.com/WidfordLodge)**