



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Kitchen Stores Coordinator

To start as soon as possible

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Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, "Safeguarding Children – Keeping Children Safe in Education Sept 2022, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies.

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Job Description

Kitchen Stores Coordinator

To start as soon as possible

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

The Kimbolton catering team, under the guidance of the Catering Manager and Executive Chef, deliver meals for around 1,100 pupils and staff on a daily basis during term time. The team also deliver breakfast, lunch and dinner for the school boarders, to include weekends (term time only).

Whilst the school feeding is the key focus to a working day, there are also hospitality and fine dining dinners within the Castle State rooms. Once the school term finishes, the kitchen team host weddings and other celebratory parties to the public in the Castle State rooms and within the fabulous grounds.

Duties and Responsibilities

You will be responsible for the logistical processes of the catering department, including stock management, receiving and distributing catering supplies and materials. You will be responsible for

the safe and appropriate storage of all items to include reporting and recording in line with food safety guidelines. You will assist in providing clean and hygienic food storage areas throughout the site.

Main duties and responsibilities

- To complete duties in the kitchen and service areas as directed that are necessary to ensure an efficient, hygienic service is provided.
- Responsible for the cleaning of delivery areas, storerooms, walk in fridges etc.
- To operate all heavy equipment according to manufacturer’s instructions.
- Responsible for the correct disposal and any recycling of all rubbish.
- Check all stock against delivery orders and ensure correct items and correct quantity are delivered.
- Account for all stock brought into site and store appropriately to minimise waste and loss.
- Assist in weekly and monthly stock-takes as directed.
- To understand and comply with statutory health, hygiene, safety and quality standards including COSHH and HACCP ensuring all tasks are carried out in accordance these standards in all areas of the School.
- Use and store all chemicals appropriately in line with standards.
- Careful use of equipment
- To maintain a professional and friendly image.
- Work effectively and cooperatively with all colleagues to ensure excellent customer service.
- Attend to customer needs in a polite and helpful manner providing assistance where necessary.
- Assist the Kitchen Porter with duties during busy periods.
- Wear the correct uniform and safety shoes as directed and maintain uniform items appropriately.
- Report any equipment and/or building fabric faults and any hygiene, health and safety hazard to the General Manager.
- To adhere to all relevant Health and Safety legislation policies and procedures, compliance with the School’s Code of Conduct and Safeguarding and Child Protection policy.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of English and Maths 	<ul style="list-style-type: none"> • Recognised catering qualification.
Skills and Experience	<ul style="list-style-type: none"> • Effective communication skills. • Excellent customer service skills. • An appreciation of the need for safeguarding when working with children. 	<ul style="list-style-type: none"> • Previous experience of Stock-taking.

Criteria	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Able to work as part of a busy team. • Self-motivated, reliable and punctual. • Enthusiastic and professional attitude towards work. • Flexible approach to work duties. • Proactive. • Organised. • Ability to work under pressure while maintaining a positive, professional attitude. 	

Terms and Conditions

Responsible to: General Catering Manager and Executive Chef

Hours of Work: 25 hours per week
7.00am to 12.00pm Monday to Friday

Remuneration: £9.70 per hour
Actual Pay: £8,730 + 6.4 weeks holiday pay of £1,552 = £10,282
FTE: £18,915

Working Weeks: 36 working weeks per annum (term time plus), you are paid for 42.4 weeks to include annual leave entitlement

Probationary Period: 6 months

Pension: The School offers a contributory pension scheme

Additional benefits: Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.

Referees: The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

The closing date for applications is: 9.00am Monday 20th March 2023

Interviews may take place before the closing date.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies