



Birchfield Community Primary School

Yeovil, Somerset



Recruitment Pack



Pre-School Food Preparation
Worker / Midday Supervisor



Birchfield Community Primary School

Yeovil, Somerset

Dear Applicant

Thank you for your interest in the Pre-School Food Preparation Worker / Midday Supervisor vacancy at Birchfield Community Primary School. We are looking to appoint an additional member to our existing team to assist in the preparation of snacks, setting up for lunches, supporting and encouraging our children when eating their lunch, and clearing away. This vacancy has arisen due to the increase in numbers as a result of the move in February 2017 to a larger premises.

A further exciting opportunity on the horizon would require the appointed staff to potentially work across multiple sites in a neighbouring setting.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking for staff that will join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or office@birchfieldprimaryschool.co.uk.

Best Wishes

Richard Culham
HEADTEACHER



The Vacancy

We are looking to appoint a Pre-School Food Preparation Worker / Midday Supervisor:

- Monday to Friday 10am to 2pm (20 hours per week, term time only)
- Rate of pay £7.83 - £7.90 per hour (pay offer 2018 / 2019 currently subject to consultation with the Trade Unions).
- Starting: as soon as possible.

The successful candidate will report to the Pre-School Manager to ensure morning and afternoon snack and lunchtime runs in an effective and smooth manner, while ensuring our pre-school children have a positive and interactive session.

In return we offer you a rapidly developing school and pre-school with huge ambitions, wonderful children, a dedicated team of staff and supportive parents and Governors. Visits are welcomed and encouraged.

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. All posts are subject to relevant employment checks and criminal background check via the disclosure procedure.

Please complete an application form (which can be found on the school website or by contacting the school office) and submit to the office

office@birchfieldprimaryschool.co.uk .



Selection Procedure

- Advert placed in the Western Gazette, Somerset County Council website, Childcare Jobs Dorset, blue sheet bulletin and the school website.
- Closing date for applications: 05 February 2018
- Interview date: w/c 19 February 2018

(due to the volume of applicants we are not able to respond to every applicant individually, therefore if you have not heard from us by 19 February 2018 you have not been successful in reaching interview stage).





Main Duties and Responsibilities (Job Description)

Post Pre-School Food Preparation Worker / Midday Supervisor
Grade 16 (£7.83-£7.90 per hour)

JOB SUMMARY

Working as part of the Pre-School team in ensuring the safety and welfare of children, undertaking the preparation and serving of snacks, assistance with packed lunches and serving of school dinners, and associated clearing away / cleaning. This will involve effective supervision of children in and about the premises and site(s) of the school in accordance with the general instructions of the Headteacher.

PRINCIPAL ACCOUNTABILITIES

1. Supervision and positive engagement of children during snack and meal time.
2. Preparation and serving of snacks.
3. Setting up tables and chairs in preparation of dining.
4. Clearing and cleaning of crockery and tables.
5. Associated ancillary duties

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Supervision and positive engagement of children during snack and meal time, including:
 - Where appropriate, assist/supervise children with their general hygiene requirements (washing etc. in accordance with Policy) prior to sitting to the table.
 - Ensuring good behaviour and calm atmosphere.
 - Directing children to seats and deciding on seating arrangements.
 - Encouraging children to eat (both packed lunches or hot dinners) especially those with special needs or disabilities. Being aware of children on special or restricted diets for medical reasons from information from information provided at the pre-school. Assisting children with cutting up food, pouring liquids etc. where necessary.
 - Encouraging social skills and good table manners, ensuring safety with knives and forks. Ensuring children tidy/clear up in a satisfactory manner



- Cleaning up spillages when food is spilt or dropped.
 - Implement and adopt alternative dining styles i.e. family style , café.
2. Basic food preparation, including:
 - Preparation of the snack, provided twice per day.
 - Planning a varied and interesting snack menu, including allergen information.
 - Communicating the daily snack menu to parents and children by updating relevant notice boards / interactive screens.
 - Providing alternative snacks for those children who have specific dietary or medical requirements.
 - Encouraging children to eat a variety of food and promoting healthy eating.
 3. Cleaning and clearing of tables, crockery and other associated equipment, including:
 - Ensuring high standards of cleanliness are maintained within the setting
 - Tables are in situ and wiped prior to food being consumed, and wiped and packed away at the end of snack / meal times.
 4. To work in conjunction with the Catering Manager and kitchen team to determine most time and cost effective methods in sourcing food and resources, menu planning and food preparation. To seek advice and guidance where required.
 5. Place orders with appropriate suppliers / Catering Manager to ensure the snack and meal system runs efficiently, deliveries are timely and costs are controlled.
 6. Engaging in the pre-school setting by supporting key workers in their duties with children, modelling behaviour and other duties as required.

Reports to: The Pre-School Manager.

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. All posts are subject to relevant employment checks and criminal background check via the disclosure procedure.



Person Specification

Essential/Desirable

Requirements

| | |
|--|-----------|
| Experience of preparation and serving food | Essential |
| Ability to maintain high standards of cleanliness | Essential |
| Ability to work under pressure | Essential |
| Providing a good level of service and encouraging children to take advantage of the food options available | Essential |
| Ability to work within a team | Essential |
| Monitor and manage waste and act accordingly | Essential |
| Good communication with adults and children | Essential |
| Previous experience of working with children | Essential |
| Willing to work at multiple neighbouring sites | Essential |
| Knowledge of and ability to implement and adopt alternative dining styles | Essential |

Qualifications

| | |
|-------------------|-----------|
| Food Hygiene | Desirable |
| Allergen training | Desirable |
| First Aid | Desirable |

Personal Attributes

| | |
|---------------------------------------|-----------|
| Well organised | Essential |
| Strong time management | Essential |
| Encourage high standards of behaviour | Essential |
| Maintains high standards | Essential |
| Willingness to go the extra mile | Essential |



Sense of humour

Essential

Other

2 references

Essential

DBS check

Essential

How to Apply

Application form to be completed and returned to the school office by 05 February 2018 at 5.00pm.