



Job Vacancies

We are looking for an enthusiastic individual to join our Federation Catering Team from Monday 8th July 2024 (or as soon as possible after that). Applicants should be good team players, flexible, reliable and committed to providing quality food and excellent customer service. The successful candidate will be based at Berrynarbor School but will be part of the federation team and so may be required to work at both West Down Primary and Berrynarbor on occasion. We are looking for a special kind of person. Someone who will love and care for our children and be an important part of our staff team.

Job title	Kitchen Manager based at Berrynarbor School
Location	Berrynarbor VC Primary/ West Down School (occasionally needed to work at other school)
Hours	27.5 hours a week term time only (38 weeks a year)
Grade	C grade (£12.18 -£ 12.59 per hour)
Main duties	Preparing and serving meals for children and staff. Maintaining kitchen hygiene to a high standard and completing all associated records. Ordering produce and managing stock to avoid waste. Contributing to the development of the menu and catering service at our schools.
Closing date	26th June 2024
Interview date	WB: 1st July 2024

West Berry Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for the post.

How to apply: Complete an application form, available from the school website www.westberryfederation.org.uk

Return it to the co-head teachers by 12 noon on the closing date. admin@westberryfederation.org.uk

Application, Interview & Selection

For an informal discussion about the post or tour of the school, please contact Su Carey and Faye Poynter, Co-heads, via the school office at: admin@westberryfederation.org.uk

This appointment is subject to safer recruitment procedures, receipt of satisfactory references, a Pre-Employment Health Check and an enhanced DBS with Children's barred list clearance. An application form and supporting information can be found at www.westberryfederation.org.uk

You will be selected for an interview entirely on the contents of your application form, CV's will not be considered. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. For those candidates who are invited to interview this information will be explored further.

Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted. You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to: admin@westberryfederation.org.uk

Short-listed candidates will be invited to attend a selection process in person. All shortlisted candidates must bring the following documentation with them on the interview day.

1. Documentary evidence of the right to work in the UK
2. Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
3. Documentary proof of current name & address (i.e utility bill, financial statement etc less than 3 months old)
4. Where appropriate any documentation evidencing a change of name
5. Documents confirming educational or professional qualifications that are necessary or relevant for the post

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualification before interview. Any relevant issues arising from references will be taken up at the interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

Motivation to work with children and young people

Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Emotional resilience in working with challenging behaviours

Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.