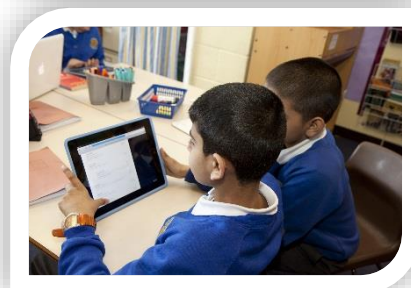
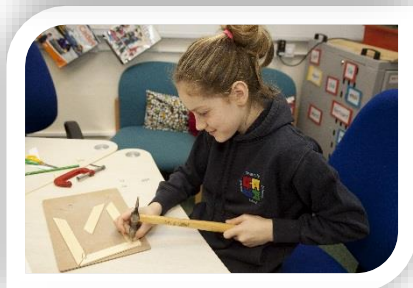


# Candidate

## Information Pack



<b>Vacancy</b>	Kitchen General Assistant
<b>Location</b>	Lyndhurst Primary and Nursery School
<b>Start date</b>	To be confirmed
<b>Closing date</b>	
<b>Salary</b>	Grade 1 SCP 1- 4
<b>Contract</b>	Permanent
<b>Return application to</b>	<a href="mailto:lyndhurst@focus-trust.co.uk">lyndhurst@focus-trust.co.uk</a>

# Welcome from Mr McPherson, Interim Executive Principal, Lyndhurst Primary and Nursery School

**Dear applicant,**

Thank you for taking an interest in the General Assistant vacancy (10 hours pw) at Lyndhurst Primary and Nursery School.

Our popular School is situated in the Hollins area of Oldham, Greater Manchester, serving a large residential area of private and local authority housing. The school's planned admission number is 472 and the school's admission limit in Reception to Year 6 is 60 per year group. With the exception of Nursery where we have a PAN of 52. This includes part time and full time attendees. The number of children on roll currently stands at 464. Approximately 25% of our children are entitled to free school meals, 11.28% have Special Educational Needs and 33% come from homes where English is not their first language.

Our school is popular with local families and has a reputation for being friendly and welcoming. There are good links with the local community through various activities and we enjoy positive relationships with neighbouring schools and the local authority.

Key messages from our most recent Ofsted report in 2019:

- This is a calm and caring school where pupils get on well together. Leaders' vision of a school where pupils 'learn, care, challenge and lead' is central to Lyndhurst Primary School. Leaders and teachers have high expectations of pupils. They make sure that all pupils are able to take part in school life. For example, pupils learn sign language so they can communicate with their peers.
- Pupils enjoy taking part in wide range of extra-curricular activities across the school. These include the well-attended breakfast reading club, robotics competitions and trips which enhance the curriculum.
- Pupils enjoy school. They feel happy, safe and well looked after. Pupils' behaviour is typically good. The pupils that we spoke to told us that poor behaviour and bullying does happen occasionally but that is rare. When it does happen, pupils said that adults sort it out quickly and fairly.
- School leaders are passionate about making sure that all pupils are learning well. Pupils told us that they enjoy the many opportunities that they have to learn new things.

I am extremely proud to be the Interim Executive Principal at Lyndhurst Primary and Nursery School and believe it is a rich and vibrant place to learn and work; where we embrace our vision: shaping the future, making memories, ready for life. I would be very happy to answer any questions that you may have.

We hope that you will find this information pack helpful in finding out more about this post.

If you would like a further conversation about any aspect of this post or about working as part of Focus-Trust, please do not hesitate to email [lyndhurst@focus-trust.co.uk](mailto:lyndhurst@focus-trust.co.uk) or contact the school office who will arrange a telephone call.

Please contact us if you require any further information.

Please return all completed documents to [lyndhurst@focus-trust.co.uk](mailto:lyndhurst@focus-trust.co.uk) by **12noon on Friday 13th December 2024**. Mr E McPherson Interim Executive Principal

## Welcome from Sheila Garara, Chair of Governors

Dear applicant,

Thank you for taking the time to consider applying for the post of Administration Officer at Lyndhurst Primary and Nursery School. As Chair of the Governing Body, I would like to take this opportunity to tell you a little bit about the context of our school.

Lyndhurst Primary and Nursery School is a two-form entry school, situated in Hollins in Oldham, Greater Manchester. We have PAN of 472 primary aged pupils with an admission limit of 60 pupils per year group. A number of pupils come from homes where English may not be the first language.

We are proud to be part of the Focus Academy Trust and recognise the value of support, ethos, challenge, and collective efficacy embodied within the trust.

This is a very friendly school where children are happy, and staff work exceptionally hard as part of a team. The large staff of teachers and teaching assistants are led by a dedicated, skilled Senior Leadership Team; all working together to drive the school vision: shaping the future, making memories, ready for life.

There are 15 spacious and well-equipped classrooms. The school has a large hall which is used for PE and other events, dining room and assembly hall. Our school is surrounded by secure playgrounds and a large, grassed area which includes a Forest School space. The building is relatively new, and we are co-located with Springbrook School.

We offer a wide range of extra-curricular activities and clubs, ranging from a variety of sports to robotics.

Families are made very welcome in the school, and we try to involve them as much as we can. Our school is popular with local families and has a reputation for being friendly and welcoming. There are good links with the local community through various activities and positive relationships with neighbouring schools, including the local High Schools.

I hope I have given you a flavour of Lyndhurst Primary and Nursery School; and that it makes you feel that you would like to become a part of our school community.

Yours faithfully

Sheila Garara  
Chair of the Governing Body

## Academy details

<b>Address</b>	Heron Street, Hollins, Oldham, OL8 4JD
<b>Telephone</b>	0161 770 7260
<b>Email</b>	Lyndhurst@focus-trust.co.uk
<b>Website</b>	<a href="http://lyndhurstprimaryschool.co.uk">Lyndhurst Primary Academy - Home (lyndhurstprimaryschool.co.uk)</a>

## Job Description

<b>Academy</b>	Lyndhurst Primary School
<b>Job title</b>	<b>General Catering Assistant</b>
<b>Grade</b>	SCP 1 - 4
<b>Accountable to</b>	Head of Kitchen
<b>Line manager</b>	

### Purpose of role

Performs a variety of manual tasks associated with food production and service in the catering unit.  
Complies with all appropriate legal requirements in the catering unit.

## Duties and responsibilities

### Food production

- To assist as directed with all aspects of basic food preparation.
- Cleaning and clearing of food production areas.

### Food service

- Prepares counters and dining areas for service.
- Preparation and setting out of condiments.
- Service of hot and cold food and beverages.
- Ensures sufficient food supplies throughout the service period.
- Clearing and cleaning counters of debris during service.
- Clearing and cleaning of counters and service equipment after service.
- Clearing and cleaning of tables.
- Able to apply good portion control.
- Able to reduce waste.

### Cleaning/washing up

- Clearing down after service.
- Washing up of crockery, cutlery, glassware, utensils, etc., as required, either via automatic dishwasher or hand sinks.
- To maintain a high standard of hygiene and safety within the workplace.
- To undertake all aspects in the cleaning of equipment- in accordance with the Cleaning Schedule
- Schedule and to complete the Cleaning Schedule with your signature when the task has been completed.

## **Customer service**

- Greets all pupils helpfully and courteously.
- Gives pupils information about products.
- To report any pupil complaints or compliments to the manager.
- Knows children with allergens

May be required to:-

- Accept payment and give change, including operating a cash register.
- Keep limited records (e.g., counter checks and stock sheets.
- Clean and fill vending machines.
- Assist with the preparation and service at special functions.

## **Fulfill wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the Academy and the Trust.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

## **Personal and professional conduct**

All catering staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout their career.

All catering staff need to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an Academy environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Professionals working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the Academy and the Trust, and maintain high standards in their own attendance and punctuality.

## **General**

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.

- Be expected to undertake such additional duties as may reasonably be requested by the School Business Manager or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the BM immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies related to equal opportunities and safeguarding children.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the academy.

## General kitchen assistant

### Person specification

Key:

**App** – Application Form

**Ref** – Reference

**SP** – Selection process. This could include a range of exercises, including an interview.

<b>Knowledge, Experience and Skills</b>		
	Essential/ Desirable	How identified
<b>Experience</b>		
Experience of working in a commercial kitchen	D	App/SP
<b>Skills and abilities</b>		
Communication skills to deliver polite, courteous and effective customer service	D	App/SP
Interpersonal skills to build and maintain effective working relationships	D	App/SP
Organizational skills	D	App/SP
Literacy skills	D	App/SP
Numeracy skills	D	App/SP
<b>Knowledge</b>		
Knowledge of key areas of Health and safety	D	App/SP
Knowledge and understanding of equality and diversity issues within a school community	D	App/SP
Understanding of healthy eating options	D	
<b>Qualifications</b>		
Basic food hygiene certificate, or to achieve within induction period	E	
<b>Personal qualities and attributes</b>		
Moral purpose (Equality, children and adults treated with respect)		SP
Excellent communicator (Listening, putting a message across)		SP

Child centered		SP
Self motivated and able to motivate others		SP
Works to deadlines		SP
Enthusiastic and optimistic		SP
<b>Child protection</b>		
Understands why safeguarding is important when working with children.	E	App/SP



# About our school

## Lyndhurst Primary and Nursery School

### Shaping the Future Making Memories Ready for Life

Lyndhurst Primary and Nursery school aims to nurture: happy, confident, inquisitive, responsible citizens with high aspirations for themselves and others.

We seek to achieve this through:

- A culture of that is expectation driven linked to the fundamental British Values
- Working together to create a happy, cohesive school, where individual contributions and opinions are valued.
- Promoting each pupil's self-esteem by building and developing individual strengths and talents so that children feel able to take risks within a safe, positive environment.
- Providing opportunities to explore, investigate and question the world around them through a broad and balanced curriculum enabling children to develop their natural inquisitiveness.
- Creating a stimulating environment, with high quality teaching, where children are encouraged to think for themselves, express their opinions and take responsibility for their learning.
- Supporting children to make the right choices for themselves and others, enabling them to make a valuable contribution to society and become responsible citizens.

### Our pupils

The majority of our pupils are of Asian, Asian British, Pakistani and Bangladeshi heritage. The proportion of pupils known to be eligible for free school meals is above average. The proportion of disabled pupils or who are supported at school action plus or with a statement of special educational needs is above average. Attainment on entry is below age expected levels.

### Our staff

Our leadership team comprises the headteacher, deputy head, school business manager and two assistant heads. In addition to teachers and teaching assistants, we have safeguarding & pastoral leads who work with children and families, staff and outside agencies to offer support for wellbeing and develop parental engagement. The running of the school is also supported by admin, site, kitchen and lunchtime teams.

### Our facilities

Lyndhurst is a two-form entry school. The classrooms are light and spacious and well equipped to ensure the children have a learning environment conducive to the 21<sup>st</sup> century. We are extremely fortunate to have large grounds which have been designed and developed to support children's learning, including Forest School.

### Our school organisation

Our pupil admission number is 472 and there are two classes for each year group, from Reception to Year 6. Currently Nursery consists of a morning and afternoon class with a total PAN of 52. Learning of children is also supported and facilitated by our team of skilled HLTAs and LSAs.

### Our curriculum

We offer a broad and balanced curriculum which gives the children a wide range of experiences to develop the whole child. Our curriculum is geared to giving children a firm grounding and the necessary skills to succeed in an ever-changing world as well as providing them with the solid foundations of reading, writing and maths. We are very proud to be an Arts Mark School as well as having achieved the Platinum PE Award, and the Bronze Travel Mark.

### **Our extra-curricular activities**

We have a range of activities, including non-competitive and competitive sports, children's fundraising groups, robotics and arts clubs. We have a well-attended free breakfast club and love to get involved in community events such as Young Voices.

<b>Academy Quick Facts</b>	
<b>Type of school</b>	Primary and Nursery
<b>Age range</b>	3-11
<b>Location/LA</b>	Oldham
<b>Number of children</b>	464
<b>Number of teaching staff</b>	17
<b>Number of support staff</b>	44
<b>% FSM</b>	25%
<b>% SEN</b>	11.28%
<b>% EAL</b>	33%

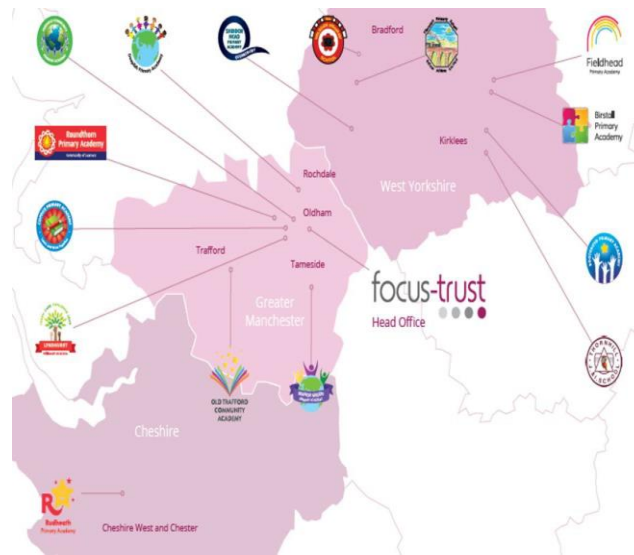
### **Our geographical area**

In addition to our partner academies within Focus-Trust, we work collaboratively with schools in our local partnership and with a range of secondary schools in the area to which our pupils transfer at the end of Year 6.

## What you might want to know about Focus Trust

### Who are we?

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.



The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

## **Equality of opportunity**

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

## **Safeguarding**

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

## **Right to work in the UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

## **Validation of qualifications and identity**

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

## **References and Social Media Checks**

If you are shortlisted, we will take up references before the interview date, unless you state otherwise on your application form. However, two satisfactory references must be received before we can confirm any offer of an appointment. One of your referees must be your current or most recent employer. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record, and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, on-line presence checks will be undertaken if you are shortlisted. This check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence, which potentially could damage the organisation's reputation.

## **Disability**

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the named person on the advert, if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

## **Disclosure of a criminal record**

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

## **Dress code**

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

## **Knowledge and skills profile**

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate, using no more than 2000 characters, your skills, knowledge and experience and give short examples. Describe how you match the requirements of the role; include experience gained from previous jobs, community, or voluntary work. Ensure that the information you give is well organised, relevant, and brief. You may find it helpful to use sub-headings to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

## **Policies**

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website [www.focus-trust.co.uk](http://www.focus-trust.co.uk) and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

## **Pensions**

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

## **Employer Relations**

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Thank you for taking the time to read this information pack. We wish you every success in any application you may make.