



KINGS'

SCHOOL · WINCHESTER

Dear Applicant,

At Kings' we are proud of our ambition to achieve excellence in everything that we do. Our values are simple, we aim to provide all pupils with:

- Inspiring Futures
- Exceptional Character
- Academic Excellence

Our school motto, *Una Laborantes (working together)* exemplifies our beliefs and behaviours. At Kings' our values drive all that we do and as a result we aim for our teachers to enjoy impeccable behaviour in lessons with respectful, hardworking and highly motivated pupils. We are a genuinely comprehensive school that is working to provide a knowledge-rich education for pupils of all backgrounds. The catering department provides an exceptional and invaluable service to the whole school.

These values are not just the values and aims that we have for our pupils, we have the same goals for our staff. We want to invest in you and ensure that Kings' is a centre of excellence for teaching and learning, where teachers thrive because we keep teaching at the heart of all we do. To join us and contribute to this exciting journey, you need to be excited by these three questions:

- Do you want to be part of a team where you will help make a lasting impact on our pupils, develop strength of character, and help them to fulfil all they can be in the future?
- Do you want to work in a school that values knowledge and ensures that pupils achieve excellent outcomes; a school that ensures that all our pupils are taught the cultural and social capital that enables them to succeed in the world?
- Do you want to work in a school that prioritises your professional development because we know that great people are the key to all our pupils having inspiring futures?

Kings' is highly ambitious with a continuous drive to be even better. We know that it is the staff in the school that make the difference.

The successful candidate will:

- Have knowledge of preparing and serving meals
- Help set up, and take down lunch time service
- Operate tills/cashless system
- Ensure hygiene standards and procedures are followed and maintained at all times





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Job title: Dining Room Assistant

Required: Start dates available in June, July & September 2023.

Location: Kings' School, Winchester

Salary: Grade B3 FTE £21133.00 - Actual £4892.00

Hours: 10 hours, 39.4 weeks (12:00-14:00, Monday-Friday)

We are looking for a reliable and enthusiastic Dining Room Assistant to join our excellent Catering team. You will assist the Catering Manager and Catering Supervisor with the daily operation of the catering department.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our teachers and in turn the learning of our pupils, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive department; and to contribute to the ongoing growth of Kings' as the school continues to flourish.

The successful candidate will be provided with uniform and full training on appointment.

For further information and to apply for this position, please visit our website at <https://kings-hants.com/support-vacancies/>

Please submit your application to, recruit@kings-winchester.hants.sch.uk





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Kings' School mission and values

At Kings' our values are at the heart of our school culture. They underpin our mission, that we are ***Working Together to Achieve Inspiring Futures, Exceptional Character, and Academic Excellence.***

We are reminded of our vision by our motto, ***Una Laborantes*** (Working Together), and our core values - developed and agreed by the Kings' community of pupils, staff, parents, and carers - help to guide every child, employee, and volunteer towards attaining that goal.

These values act as our inspiration and navigation in our learning, our work, and our life at school as we work together for our pupil's personal growth and future academic success.

Our school values are to:

- Discover brilliance in everyone
- Have unlimited ambition
- Earn success
- Be kind, be humble, and have integrity
- Make a difference





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Job Description

Job purpose, including main duties and responsibilities:

- To assist in the preparation, cooking and serving of school meals (indoor serveries & outdoor kiosk) at the correct time which includes the handling of meat products.
- To participate in the catering theme days.
- To prepare and dismantle eating areas and carry out cleaning duties in the designated areas.
- To replenish stocks to fridges and display counters.
- To operate computerised tills following strict guidelines.
- To carry out the washing up of all utensils and equipment following set guidelines.
- To complete cleaning duties in the kitchen areas following daily, weekly & deep cleaning rotas to ensure health and safety and hygiene standards are maintained.
- To follow the requirements of the Schools' Food Safety & Hygiene Management System.
- To assist with the receipt and checking of deliveries as directed.
- To assist lunchtime duty staff with supervision of pupils in the inside and outside eating areas.





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Person Specification

B Knowledge and Experience	
Clear understanding of the high expectation of working in an outstanding school	A/I
Experience of food preparation, desirable but not essential*	A/I/R
Experience of preparing and serving meals, desirable but not essential*	A/I/R
A good understanding of food hygiene, desirable but not essential*	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Ability to work flexibly	A/I
Efficient and effective organisational skills	A/I
Excellent communication skills	A/I
Dependable and reliable person	A/I
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

*Full training is provided on appointment.

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values, and ethos excite you, please do contact the school to find out more about us, the role, life in Winchester and how to apply at recruit@kings-winchester.hants.sch.uk

