

Candidate Information Pack

Kitchen Assistant St Thomas CE School



About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our purpose?

Working together with our school communities, provide an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.

- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically
- We celebrate **diversity**, address **inequality**, **overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**

Our Core values:

We value Difference:

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing **aligned support and central services** to **empower local leaders** to make **local decisions** that meet the needs of the **local communities**

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust
- *And let us consider how we may spur one another on toward love and good deeds....encouraging one another' Hebrews 10:24-25.*

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

What does LDST mean to our employees and children?

Love: loving God, yourself and others

Discipleship: following in the footsteps of Jesus

Success: Being the best you can be and encouraging others to be the best they can be,

Trust: a family of schools, a family for life, supporting each other

About St Thomas CE School

We are a church of England primary school in the heart of Lydiate. Our most recent OFSTED inspection was in June 2024, and all areas of the school were judged "Outstanding".

Our school is built on a Christian foundation, and we put God at the centre of everything we do, equipping children with Christian values to prepare them for their lives. In fact our mission statement is based on the bible:

"Come, follow me and live your lives the way that god wants you to."

Our aim is to develop both the character of our children and their academic understanding. We have high expectations of every child, and know that their potential is infinite.

This is supported by our six core values, one of which represents our focus each half term:

- Compassion
- Thankfulness
- Respect
- Responsibility
- Peace
- Forgiveness

Every individual plays a vital part in the life of the school, and our staff relish the impact that they can have. By joining us you will be part of a friendly and passionate team, whose opinions matter.

Working together with our amazing team you will deliver a broad and exciting curriculum, whilst sharing a zest for life and learning.

Job Description

Title: Kitchen Assistant

Actual Salary: £5,531 pa

Hours 10 hours per week

Accountable to: Senior Leadership Team

Location: St Thomas CE School, Kenyons Lane, Lydiate L31 0BP

Disclosure level: Enhanced

Job Purpose:

To support the Cook and Kitchen Assistant in preparing all meals, ensuring they are delivered on time for all school children.

Main Duties:

- To ensure that the kitchens and all equipment is maintained to the highest level of cleanliness.
- To maintain a high standard of food presentation using appropriate equipment in keeping with the Environmental Health requirements.
- To make mealtimes a pleasing and pleasant experience for all children.
- To engage with children to ensure that they receive a proper and nutritional meal adequate to their needs and based upon their choice
- To follow a cleaning schedule this ensures a high standard of cleanliness complying with Health & Safety
- Procedures, Food Safety Act (1990) & Food Safety (General Food Hygiene) Regulations 1995.
- To work within school procedures regarding food hygiene and Health & safety requirements.
- To take responsibility for maintaining personal safety standards within the kitchen area together with those safety standards affecting all kitchen staff.
- To be aware of the schools behaviour policy ensuring it is implemented during lunch break, to ensure good conduct and discipline is maintained and provide activities for "wet play" (primary sector only)

- To respect and care for the needs of all pupils at lunchtime
- To encourage the children to enjoy a well-balanced diet and make sensible choices.
- Be willing to undertake any training relevant to the post i.e., Foundation Food Hygiene Certificate/Health & Safety Certificate.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found [www.https://www.highfieldsaintmatthews.wigan.sch.uk/](http://www.highfieldsaintmatthews.wigan.sch.uk/)

Candidates should also refer to 'Guidance for safer working practice for those working with children and young people in education settings' which can be found by following the link - <https://saferrecruitmentconsortium.org>.

Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

Person Specification

Evidence	Essential / Desirable	Evidence A: Application Form R: Reference I: Interview
Experience		
Experience of working and interacting with children of a relevant age and learning need	D	A, I
Training & Qualifications		
NVQ level 2 or equivalent qualification for teaching assistant or willingness to work towards	D	A, I
Willingness to undertake basic first aid	D	A, I
Basic level of numeracy and literacy	E	A, I
Knowledge & Understanding <i>Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.</i>		
Knowledge of basic Health and Safety	D	A, I
Some knowledge of children's games and activities	D	A, I

Understanding of child development and learning processes	D	A, I
Personal Skills and Attributes		
<i>Applicants should be able to provide evidence that they have the necessary skills and abilities required.</i>		
Ability to communicate with and relate well to children and adults	E	A, I
Ability to work under supervision and as a team member	E	
Ability to work in accordance with the school's health and safety policies	E	
Ability to deal with minor injuries	E	
Legal Issues		
Legally entitled to work in the UK	E	A, I
Enhanced DBS	E	

How to Apply

St Thomas CE School is committed to safeguarding children and promoting children's welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.

Application Process

The application process for this role is as follows:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to a lesson observation initially and then interview.

The closing date is Tuesday 22nd April 2025 @ 12noon

Interviews – TBC

Please submit completed application forms to Becky Thomson by e-mail to rebecca.thomson@ldst.org.uk

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.