



Claverham Day Nursery

Claverham Day Nursery

Kitchen Assistant

Information for Applicants

Nursery Manager: Mrs S Hennessy

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December 2018

Dear Applicant.

Re: Kitchen Assistant

Thank you for your enquiry regarding the vacancy for the above named post. The post is 12.5 hours per week (11.30am – 2.00pm Monday – Friday). The position is 52 weeks per year but we will consider term time only applications. The post will be paid on Single Status Grade 1 point 2, £16,394 per annum (actual salary £5,538 pro rata). Term time only salary would be paid for 45.08 weeks per year (actual salary £4,801 per annum, pro rata).

The ability to drive and have your own vehicle is essential. You will also be friendly, flexible and work well as part of a team. A Level 2 Food Hygiene certificate is desirable but not essential.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the Nursery;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.org by the closing date of Friday 4th January 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham Day Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 774548.

Yours sincerely,



Mrs S Hennessy
Nursery Manager

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide high quality childcare for children aged between 3 months and 5 years olds. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

Claverham Day Nursery

We are a popular, well established nursery that provides high quality childcare for those aged 3 months to 5 years. We are open from 8.15 am to 5.45 pm weekdays, 51 weeks of a year (we are closed for one week at Christmas and on bank holidays).

Claverham Day Nursery is owned by East Sussex County Council and situated in the grounds of Claverham Community College. Our aim is to provide a consistently high standard of care and education within a safe and stimulating environment.

We are registered to care for a maximum of 40 children. We offer 6 places in the baby room (3 months – 2 years), 10 in the toddler room (2 years – 3 years) and 24 in the family room (3 years to 5 years).

All children in the nursery are assigned to a key worker who will give them time and support to develop at their own pace. Each room contains toys, equipment and books suitable for that age group and all children have access to our enclosed outside play areas, which we have recently improved as a result of grant funding from 'Awards for All'.

Our latest Ofsted report is available at <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>.

EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT	Claverham Day Nursery
JOB TITLE	Kitchen Assistant
GRADE	Single Status Grade 1
RESPONSIBLE TO	Nursery Manager
MAIN PURPOSE OF THE JOB	To carry out all duties relating to the preparation and distribution of food within the nursery.

Main Functions

1. To complete basic daily paperwork for environmental health i.e. record food/fridge temperatures and adhere to the 'safer food, better business for caterers' book.
2. To Liaise with the Environmental Health Inspector during their visit to the nursery.
3. To prepare snacks for the morning and afternoon sessions in accordance with food hygiene legislation.
4. To collect cooked lunches from a local school.
5. To deliver food to each room within the nursery.
6. To collect used plates and cutlery etc. from each room.
7. To load/unload dishwashers.
8. To clean the kitchen.
9. To clean and defrost the fridges and maintain the temperatures of each fridge and document this.
10. To be aware and adhere to the dietary requirements of all children within the setting.
11. To ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL

Person Specification

DEPARTMENT	Children's Services
SCHOOL	All
JOB TITLE	Nursery Kitchen Assistant

Knowledge and Experience

- 1.1 Food Hygiene Certificate or a willingness to work towards this.
- 1.2 Understanding of the 'Safer Food, Better Business For Caters book'
- 1.3 Some knowledge of Health & Safety Regulations
- 1.4 Experience of undertaking a range of cleaning duties

Skills and Abilities

- 2.1 Ability to follow instructions or work on own initiative as necessary
- 2.2 Ability to communicate effectively
- 2.3 Ability to work in an organised and methodical manner
- 2.4 Ability to keep accurate and up to date records
- 2.5 Ability to implement high health and safety standards
- 2.6 Ability to work effectively as part of a team
- 2.7 Ability to establish positive relationships with children

Personal Qualities

- 3.1 A commitment to Equal Opportunities
- 3.2 Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- 3.3 A commitment to continuing professional development

The Selection Process

The interview process will involve:

- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 4th January 2019.