



Cranbrook
School

Evening Kitchen Assistant



Enquiries

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THE SCHOOL

Cranbrook School is a mixed state grammar school with c.900 pupils aged 11-18 years, including around 250 boarders. It was founded in 1518. Following an academic test, day pupils come from the local catchment, whereas boarders are admitted from a wider area. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools and provides a challenging and supportive curriculum so that students of all abilities are catered for. The value-added scores that are achieved each year bear testimony to the success of our provision. Our most recent Ofsted inspections rated us as 'Outstanding' (boarding, 2025) and 'Good' (education, 2022).

Pupils join at the age of 11 or 13, and in Year 10 they start GCSEs in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers take at least three A levels and can choose the EPQ and other qualifications in addition.

For a state school, the facilities are impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a large library and lecture theatre. Sports facilities include a large sports hall, dance studio, cardio gym, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a Performing Arts Centre that houses a drama studio and music practice rooms, and a vibrant Sixth Form Centre. The school boasts an Observatory named after Dr Piers Sellers OBE, an Old Cranbrookian and NASA astronaut.

Cranbrook is keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the Combined Cadet Force and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and, in recent years, groups have travelled to South America, Portugal, Nepal, and southern India for sports tours, exchanges, adventure, and to work on projects.

Cranbrook's boarding houses each have their own ethos and identity and a marked sense of house pride. There is a full fixture programme on weekends and a variety of trips and activities on Sundays, for which a number of staff give up their time. The boarding life of the School offers both staff and students new and enriching experiences and makes this an exciting and fun place to work.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take the progress and development of their students very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school, and applicants are invited to indicate areas where they would be able to make a contribution. We welcome Early Careers Teachers and have a number of experienced mentors on our staff. ECTs and their mentors are offered additional support via Teach in Kent to help ensure a positive experience during the two-year training.

Benefits of working at Cranbrook include:

- Priority entry for staff children
- Lunch in the dining hall every day
- Use of the sports facilities and gyms
- Regular socials and use of our on-site bar, the Coach House
- A rural site in a small country town, Cranbrook is around fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst.

General information about the school can also be found on our website at www.cranbrookschool.co.uk.

JOB DESCRIPTION

Job title: Evening Kitchen Assistant

Line Manager: Head Chef

Responsible to: Head Chef

Accountable to: Bursar

Job Purpose

- To perform a variety of manual tasks associated with food production and service in the catering department.
- The kitchen provides three meals a day (breakfast, lunch and supper) seven days a week during term time for the staff and students. Due to the nature of the school and the facilities that are available, including the Queens Hall Theatre, Coach House and the many sporting fixtures, catering events are multiple and a high standard is always expected and delivered.

Duties & responsibilities

- Cleaning and clearing of food production areas
- Preparation of dining areas and counters for service
- Clearing and cleaning of counters, food areas, of debris during service
- Clearing and cleaning of counters, food areas, dining hall tables of debris after service
- Assist with the preparation and service of special functions
- To assist with the cleaning of dining hall and movement of furniture
- Assisting in the washing area with pots and dishwasher
- Cleaning of staff toilets, disabled toilet and chemical store
- Greet all staff, students and visitors helpfully and courteously

General:

- To report any concerns in accordance with Safeguarding procedures.
- To be familiar with and comply with all relevant school policies and procedures as necessary
- To attend all relevant staff meetings and INSET days, and any relevant external courses.
- To undertake other reasonable tasks relevant to the needs of the School

Person Specification:

- ✓ Reliability
- ✓ Good communication skills
- ✓ Experience of working successfully with a diverse range of people
- ✓ Ability to work independently
- ✓ Confidence, imagination and drive
- ✓ Flexibility and adaptability

Basic Food Hygiene Certificate desirable, although not essential as training will be given

This job description is not intended to be an exhaustive list of responsibilities and activities within the post but is intended to reflect the major elements envisaged. The duties may change in consultation with the post holder, in line with service needs.

Outline of Role terms:

(to be confirmed by your contract and agreed with your Line Manager and the Bursar)

Hours: Monday - Friday – 16.00 – 19.30

The position is term time only plus INSETS. You will also be required to work 2 weeks during the summer holidays to cover summer lettings. These additional hours will be paid on a hourly rate on submission of timesheets. Further overtime may be available.

Salary: £24,512 Full time equivalent. This will be prorated as applicable. Pay is calculated over the year so you will be paid throughout the school holidays.

Other: An entitlement to join the Kent County Council Local Government Pension Scheme is applicable.

A six month probationary period is applicable.

Pre-employment checks including occupational health clearance will be required.

Cranbrook School welcomes applications from people with disabilities. (A copy of our recruitment policy is available on request)

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers, and visitors to share this commitment.

All posts are subject to an enhanced Disclosure and Barring Service (DBS) check, online searches, and satisfactory references, including verification of previous employment history. We follow safer recruitment practices to ensure that the people we appoint are suitable to work with children. Our recruitment process is designed to deter and prevent unsuitable individuals from working with our pupils, and to create a safe and supportive environment where every child can thrive. **This post is classed as being in regulated activity.**

Terms and Conditions of Service

General

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Cranbrook's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.