

Kitchen Assistant

Information Pack

Transforming Lives

fullhurst.leicester.sch.uk

FULLHURST
COMMUNITY COLLEGE
EST 1991

Introduction

Dear Applicant,

It is with great pleasure that I introduce myself as the Executive Headteacher of Fullhurst Community College. Thank you for expressing your interest in becoming a part of our school community.

Fullhurst Community College is committed to creating a supportive and inclusive learning environment for our 1500 students, aged 11-16 years. We take pride in offering the highest quality education and personalised learning pathways for every student, a commitment recognised in our recent Ofsted Inspection (September 2023): “Dedicated staff at the school have worked hard to create an inclusive culture.”

Our primary objective is to shape successful, confident, and responsible individuals, equipped with both academic qualifications and essential personal and social skills.

Acknowledged by Ofsted, our broad and varied curriculum ensures that all students have opportunities to realise their aspirations. “The school has planned an ambitious curriculum to meet the needs of all pupils.”

The core values of Respect, Kindness, Determination, and Unity are integral to our success in enabling students to exceed their potential. “These values underpin the strong relationships pupils have with staff and each other. Pupils respect diversity.” (Ofsted September 2023).

Our commitment to excellence extends to equipping our staff with the necessary tools and materials for delivering high-quality education from the start of their career.

Our state-of-the-art facilities at Fosse and Imperial Campuses cater to the diverse needs of our student body, contributing to our ‘good’ rating across all areas by Ofsted (September 2023).

If you are enthusiastic about contributing to our ongoing success and making a positive impact on the lives of young people, we warmly welcome your application.

We look forward to the possibility of welcoming you to our team of dedicated staff.

Yours sincerely,

Christina Bailey
Executive Headteacher

Our School Values

Kindness, Respect, Determination and Unity. These values are central to everything we do and underpin our vision for both staff and students. At the heart of our work is a commitment to inclusivity, and our belief that education has the power to transform lives. We want this to be clearly reflected in our recruitment materials.

At its core our vision for our school, students and staff is built on inclusivity. At Fullhurst Community College, we are committed to providing the highest quality of education for every student in a supportive environment. We strive to provide access to different opportunities for our students, both inside and outside of the classroom, which will have a positive impact on their life. We believe that education can transform the lives of the students that we serve.

We are proud of our emphasis on a broad and balanced curriculum that promotes independence, creativity and enjoyment and are committed to providing high quality teaching that aims to ensure individual needs are met and that students can make progress, fulfil their potential and experience success. There is a drive to celebrate success and take pride in the achievements of our students.

We want our students to leave our school as successful, confident and responsible young people equipped with the academic qualifications, as well as the personal and social skills, that will enable them to make a positive contribution to society. Our core values of Respect, Kindness, Determination and Unity are key to us achieving and enabling our students to meet and exceed their potential.

As a school we have created definitions for our school values:

RESPECT

We treat ourselves, each other, our school community and the world around us with care

KINDNESS

We treat others as we would like to be treated ourselves

DETERMINATION

We try our best in everything we do, every day

UNITY

We will work together and succeed together

Our school values are reinforced through the key messages that students see and hear whilst they are at school.

Why Fullhurst?

At Fullhurst Community College, we believe in supporting, inspiring and developing every member of our team. When you join us, you become part of a vibrant, inclusive and ambitious school community where your work truly matters.

INCLUSIVE AND SUPPORTIVE CULTURE

A welcoming and diverse environment where staff are valued and supported at every stage of their career.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

Access to high-quality CPD, leadership development opportunities, and pathways for career progression.

STRONG SCHOOL VALUES

Our core values – Respect, Kindness, Determination and Unity – shape everything we do and create a positive, purposeful school culture.

MODERN TEACHING FACILITIES

Two well-equipped campuses – Fosse and Imperial – providing dynamic and inspiring learning spaces for staff and students.

STUDENT-FOCUSED VISION

A shared belief that education transforms lives, with a focus on providing meaningful opportunities both in and outside the classroom.

STAFF WELLBEING PRIORITISED

Wellbeing initiatives, supportive leadership and a healthy work-life balance embedded in our approach.

TEAM ETHOS

A collaborative and motivated staff team, working together to ensure every student thrives.

MAKING A REAL DIFFERENCE

Be part of a school with high aspirations, where your contribution helps shape the futures of the young people we serve.

Fosse Campus



Imperial Campus



What We Can Offer You?

- A comprehensive induction process.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- We do not conduct formal lesson observations.
- We're committed to equality and diversity; this is an area of responsibility for a member of our SLT and a linked Governor.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Vivup counselling service offering telephone or face-to-face appointments, 365 days a year.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Annual flu jab - to protect against those winter germs.
- We provide a wide range of activities and events for staff to relax and enjoy across the year.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Free electric car charging.

What Staff Have To Say



“I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!”

T Kirk Science Technician

What Staff Have To Say



"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community."

S Willcock Senior Deputy Headteacher

"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. I was then promoted to be Curriculum of Maths. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

V Adeniyan Assistant Headteacher

What Staff Have To Say



“I began my journey at Fullhurst Community College in 2018, and I can confidently say that working here has been one of the most rewarding experiences of my career. From the moment I joined, I felt supported and valued, not just as a staff member but as part of a vibrant and welcoming community.

Training at Fullhurst gave me a strong foundation for my teaching career. The school invests heavily in professional development, offering ongoing CPD opportunities that have helped me grow both professionally and personally. There’s a real sense of encouragement here—whether it’s through mentorship, collaboration, or simply the friendly support of colleagues, you never feel alone in your journey.

The curriculum is thoughtfully planned to guide students on their educational journey, and this same care is reflected in how the school nurtures its staff. One thing that truly stands out is how much staff voice is valued. Fullhurst isn’t just a place where you work; it’s a place where you feel heard and can actively contribute to shaping the school’s future.

The sense of community extends beyond the school gates, with a warm and inclusive atmosphere that’s shared by staff, students, and families alike. It’s inspiring to work in an environment where everyone is working towards the same goal—helping young people thrive and achieve their potential.

Fullhurst Community College is more than a job; it’s a place where you can make a difference while continuously developing and being part of something bigger. I’m proud to be part of such a fantastic team and highly recommend it to anyone looking for a rewarding and supportive career in education.”

K Ali English Teacher

What Staff Have To Say



“I joined Fullhurst initially as a Cover Instructor to see if mainstream was for me. I loved it! I then decided to take the plunge and complete my teacher training. From the very beginning of my journey, I have had help, support and guidance. Everyone is willing to help you when needed, which is invaluable. Fullhurst are well established at supporting ECT’s and have an incredibly robust training policy. You are never alone on the journey. From department colleagues to your mentor, the ITT coordinator to the leadership team, everyone wants to see you succeed and will help you to this goal. You are promised dedicated time with your mentor each week which really helps you to develop and hone your specialist subject.

Fullhurst will help you to be the best that you can be. We have a large, diverse range of young people who amaze us each and every day. I am loving my time at Fullhurst, it’s always something new but the smiling faces of the students is a constant that never changes. Our young people are determined to achieve their absolute best and it’s amazing to be part of their journey.

Fullhurst is passionate about making sure all our students have a variety of experiences, both academic and cultural, which is achieved through the Fullhurst Pledge and the wide variety of clubs on offer for all students. Students asked me for a particular club and now I’m teaching myself origami to teach them!”

S Fields English Teacher

What Staff Have To Say

With support and team spirit, I knew I wanted to expand my responsibilities and remain within the team. I became the lead invigilator and am now an exam coordinator in an amazing exam team. Each exam season presents challenges with the rules and regulations we must abide by, as well as the support that the students require; the logistics are always demanding. I work with a busy and positive team and find each season and the work we do with the students to help them through their exams—from PPEs to the real thing—rewarding.



I genuinely enjoy working at Fullhurst for many reasons. The support we provide to our students really stands out, and it is rewarding to see the positive impact we have on their lives. I truly admire what our school stands for; the commitment we give is above and beyond. Additionally, the encouragement I receive as a colleague is amazing and makes me feel valued as a person. A big shout-out to the incredible kitchen staff who provide and serve good, fresh, tasty food."

L Stacey Exams Officer

"I joined Fullhurst in 2020 after relocating to Leicester from living in the South-east. I love teaching at Fullhurst because of the refreshing diversity of our catchment area. It offers an international community under one roof which is incredible to work in.

I enjoy sharing and learning about different cultures, experiences and the viewpoints of our students every day. I have been supported by the leaders at FCC since having a child to go part time which has been fantastic for me achieving a work-life balance that better suits my family.

I have also been encouraged to pursue NPQ qualifications in the areas of teaching that motivate me most as well as being given the opportunity to mentor trainee teachers."

K Carlisle Science Teacher

Job Description

Post title: Kitchen Assistant (Level 1)
Salary: Grade 1 (Points 1 – 2) pro rata salary
Contract type: Permanent for 39 weeks per year (38 weeks term time plus 5 training days).
Hours: 37 hours per week (7.00am to 3.00pm with 30 min lunch)
Responsible to: Kitchen Supervisor

CORE PURPOSE OF THE POST:

To provide a good quality, healthy and efficient catering service to all customers of the college and to support the day to day operations of the service.

SPECIFIC RESPONSIBILITIES OF THE ROLE:

- To provide an educational catering service that is good quality, well-balanced and healthy to a diverse range of customers.
- To undertake all specified duties in compliance with relevant food safety and health and safety legislation.
- To ensure that catering facilities meet the college's security and statutory requirements.
- To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery.
- Follow and adhere to all college policies and procedures including data protection policy, equality and diversity policy, health and safety policy, safeguarding children in education - child protection policy.
- These are the highest level objectives, see "Level Criteria Matrix" for objectives at other levels.

JOB TASKS

(Each task taking at least 10% of the post holder's time)

- Prepares or produces or serves as required meals taking into account special dietary and cultural needs.
- Manages on a day-to-day basis allocated staff and material resources to meet financial targets.
- Undertakes the preparation of dining room furniture, cleaning of premises, plant and equipment.
- Reports accidents, breakdown of equipment and Food Safety and Health and Safety hazards.
- Undertakes cashier and cash handling duties if required.
- Promotes customer care and liaises with other catering staff, suppliers, customers and representatives of the establishment to achieve the delivery and standard of service required.

- Attends training sessions as required.
- Contributes to menu planning and to the overall development of the catering service.
- Undertakes administration under the direction of the line manager and on the job training of catering staff to ensure compliance with all relevant food safety and health and safety legislation.
- These are the highest level tasks, please see “Level Criteria Matrix” for tasks at other levels.

OTHER RESPONSIBILITIES:

(Each task taking at least 10% of the post holder’s time)

- Contribute to the overall ethos / work / aims of the college.
- Undertake duties and tasks related to the above deemed reasonable by the Principal and Director of Resources.
- Attend relevant courses and any other training deemed reasonable within the requirements of this post.
- While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Post title: Kitchen Assistant (Level 1)
Salary: Grade 1 (Points 1 – 2) pro rata salary
Contract type: Permanent for 39 weeks per year (38 weeks term time plus 5 training days).
Hours: 37 hours per week (7.00am to 3.00pm with 30 min lunch)
Responsible to: Kitchen Supervisor

	Essential (E) / Desirable (D)
TRAINING AND EDUCATION	
Literacy and numeracy sufficient to perform the job tasks.	E
Basic Food Hygiene certificate or willingness to train	E
See Level Criteria Matrix attached for requirements at different levels.	E
EXPERIENCE AND KNOWLEDGE	
Experience of food preparation.	E
See Level Criteria Matrix attached for requirements at different levels.	E
QUALITIES AND SKILLS	
Awareness of Health and Safety regulations.	E
Ability to work on own initiative and to work with others on a team.	E
Understanding of special needs pupils/students.	E
Good communication skills.	E
Ability to work under pressure to deliver food within tight timescales.	E
See Level Criteria Matrix attached for requirements at different levels.	E

EQUAL OPPORTUNITIES

Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E

OTHER CONDITIONS

Willing and able to work across both sites.	E
Willingness and able to attend cleaning sessions.	E
Able and willing to attend / achieve further relevant training / qualifications where appropriate, e.g. first aid, ICT, etc.	E
Must satisfy relevant pre-employment checks. An Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.	E

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