Empower
Multi-Academy Trust
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Recruitment Information Pack
Relief Assistant Cook (Flexible)
Required ASAP



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Due to undergoing a transformation to an In-House catering service, Empower Trust are seeking to recruit an enthusiastic and committed Assistant Cook to help with cover arrangements on an ad hoc basis.

As a member of the Catering Team within Empower Trust, you will support the delivery of school meals in line with the Trust's vision, values and strategic objectives.

The postholder will be responsible for cover duties in any of our Trust's schools in the North Shropshire area as and when required to cover absence, sickness etc.

Reports to: Operations Manager
Salary: Grade 3 - £9.62 per hour

Key Responsibilities
The post holder will be:

- responsible to the Cook in Charge who is in turn responsible for the post holder's health and safety, training and development.
- flexible & transport at short notice to any of our Empower schools to backfill positions where needed.

In turn we offer a full induction, uniform, training to include H&S & further career development in line with legislation.

Main Duties

- To prepare and cook food and beverages
- To serve meals
- To set up and clear away the dining room area
- To assist in the planning of menus and ordering food (occasional)
- To assist the Cook in Charge with the day to day supervision of the kitchen staff
- To take responsibility, in the absence of the Cook in Charge, for the running of the kitchen and catering facilities
- To assist with maintaining correct records of food stocks, money and equipment.
- To ensure all health and safety policies are adhered too
- You may be required to operate tills and collect dinner money
- To support the Cook in Charge in maintaining relations with customers

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the school and changes affecting the workforce.

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Performance & Customer Focus

The post holder will ensure they:

- adopt a customer focused approach when delivering their service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for their service and work collaboratively with colleagues across the whole Trust to meet the needs of the children and staff and Empower.
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Trust.
- work with colleagues to meet the team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Trust's service.
- meet the behaviours and competencies adopted by the Trust in the way in which they achieve their objectives and carry out their work.

If you would like an informal chat or any further information, please feel free to contact Suzanne Coffey, Operations Manager, on 01939 211140 or admin@empowertrust.co.uk

Closing date for applications: Friday 11th Feb 2022 @ midday.
Interviews will be held on Monday 14th February 2022

The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

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Mission Statement:
'Inspire, Empower and Achieve – a commitment to excellence'

Vision Statement:
'To create a home for world class learning that improves the lives of each child in our family of schools.'

The Vision statement is exemplified by a set of strategic objectives:

- To facilitate and promote the development of happy, confident and enthusiastic life-long learners
- To guide, support and inspire every child and adult to fulfil their potential
- To develop a culture of inclusion and diversity
- To adopt a values-led approach to all aspects of school life
- To deliver an exciting and engaging curriculum
- To promote high aspirations and ambitions for future success
- To maintain a focus on maintaining the mental health and well-being of children and adults

The vision and mission statements are underpinned by the Empower Trust Values:

- Empowerment – 'We actively promote opportunities for every child, adult and school to influence their own practice and future.'
- Ambition – 'We encourage and support every child, adult and school to aim high and achieve their aspirations.'
- Collaboration – 'We work together to support everyone to achieve their aims.'
- Positivity– 'We adopt a 'can do' attitude and an optimistic approach.'
- Respect – 'We are thoughtful and considerate to ourselves, others and the environment.'
- Integrity – 'We are honest, transparent and fair in everything we do.'

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Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your suitability for the role.

Please not CV's will not be accepted.

Applications should be sent to Suzanne Coffey, Operations Manager: admin@empowertrust.co.uk

Closing date for applications: Friday 11th February @ midday. Interviews will be held on Monday 14th February 2022

Selection Procedure
Successful candidates will be invited to interview on Monday 14th February 2022.

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment
Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day of interview
All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:
· Valid passport, birth certificate or driving licence
· Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.
Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection
You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.

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PRIVACY NOTICE – JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

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What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

Your name and address.
Email address and telephone number.
Date of birth.
Equal opportunities monitoring information.
Your nationality and entitlement to work in the UK.
National insurance number.
Information about your current salary and benefits.
Qualifications and skills.
Work experience and employment history.
Information about your criminal record.
Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?
Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, uses passwords, virus protection and has appropriate firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.

- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.

- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.

- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.

- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.

- The right to object. Individuals have the right to object to:

  * Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.

  * Direct marketing.

  * Processing for scientific/historical research and statistics.

  * Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowertrust.co.uk Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns to raise any issues you have.