



**WORK AT
SHIPLEY
COLLEGE**

Food Studies Assistant

Shingley College - Great people, great place!

Hours: 10 hours per week, worked flexibly 2 hours per day.
Term Time only - 38 weeks per year

Salary: Scale 1- £12.71 per hour (FTE: £24,523 per annum)
Actual Salary: £5654 per annum

Closing Date: Wednesday 4th November 2026 at 9am (**Early application is advised as we may close the role early if enough applications are received**)

Interview Date: TBC

Start Date: ASAP (subject to satisfactory pre-employment checks)

We are seeking a Food Studies Assistant to provide a cleaning support service to the kitchen staff and physical resources department.

Duties include all types of cleaning such as sweeping, mopping, wiping surfaces, cleaning ovens and emptying bins. Other duties include stock checks, organising kitchen areas and laundering kitchen items.

Benefits we offer include:	We are looking for someone who has:
• Term Time Only working with increased payment for holidays after five full academic years • Enhanced/LGPS pension contributions • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • CPD/Professional Development opportunities • Shopping discounts *qualifying period applies	• Has experience of cleaning in a similar role with the ability to maintain a high standard of cleanliness in allocated areas • Knowledge of correct usage and application of a wide range of cleaning chemicals/products • Ability to use a range of cleaning equipment • Is reliable and can use their own initiative working unsupervised

How to Apply: Expression of interest should be sent via email to jobs@shingley.ac.uk

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

Job Description

JOB TITLE	Domestic Kitchen Assistant
RESPONSIBLE TO	Premises Manager

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF JOB

To provide a cleaning support service to the kitchen staff and physical resources department.

DUTIES AND RESPONSIBILITIES

- Daily cleaning of catering classroom and College kitchen areas. This includes but is not limited to sweeping, mopping, wiping surfaces, cleaning ovens and emptying bins.
- Working to Health & Safety practices and policy including use of cleaning chemicals/COSHH.
- Organising kitchen areas.
- Laundering of kitchen items such as tablecloths and chef whites.
- Stock checks in liaison with Domestic Kitchen Tutor.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.

- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 (equivalent) Qualification in Maths or willingness to work towards
Level 2 Qualification in English or willingness to work towards
Previous experience as a cleaner or similar role
Ability to achieve and maintain a high standard of hygiene and cleanliness in allocated areas
Knowledge of correct usage and application of a wide range of cleaning chemicals/products
Ability to use various items of cleaning equipment
Reliable and excellent time keeping
Ability to work on own initiative and as part of a team, and work flexible hours when required

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Cleaning and Support Services NVQ Level 2
Previous experience of working with customers and providing excellent customer service.

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leader Team

Shipleigh College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipleigh College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipleigh College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful