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Professional summary

At present I am registered with Academics Agency based in Stoke as a Learning Support Assistant. This involves me being placed within school environments to aid and assist both staff and students with their daily activities and assignments. My most recent role was for the Autumn term at Sandbach Girls School where I acted as a Learning Support Classroom Assistant for SEND students at the school. I assisted students both in and out of lessons with their daily duties and assignments, providing both physical and mental support as and when needed. During my time in this role, there were mock exams for the year 11 students where I was assigned the role of scribe for one of the girls, thus fulfilling the educational requirements of this particular student on a one to one basis. Owing to the nature of my roles within the school, I am fully DBS checked and have the relevant documentation to prove this.

As the majority of my previous employment history is based within an office environment, I am highly organised, able to work on my own and within a team, use my own initiative to ensure that all required tasks are completed to the highest standard within the given time frame. I can easily prioritise my workload and multitask leading to a great degree of efficiency and diligence when carrying out daily duties and tasks. These skills aswell as punctuality, time management and ability to adapt to new environments contribute to me being able to become a well rounded and valued member of any office team.

EXPERIENCE

Learning Support Assistant | Academics Agency (Sandbach Girls School)

October 2023 - December 2023

- Provide one to one assistance for SEND students, helping with their daily lessons, education and homework/extra work set
- Help students within lessons to maintain focus and concentration
- Assist with school work - help with reading/writing
- Provide support for students with other physical disabilities in getting around the school and during lessons
- Provide educational support within the classroom for teaching staff - helping to maintain a calm classroom environment, making sure students are completing tasks set and helping when necessary
- Maintaining discretion and tact to create a pleasant and enjoyable school day for students and staff

Kitchen Assistant | Park Homes Ltd (St Stephens Care Home)

June 2023 - September 2023

- Rotated stock with first-in, first-out methods to ensure strong food safety, hygiene and quality.
- Used kitchen equipment as instructed and to safety protocols.
- Prioritised busy kitchen workloads, managing multiple tasks simultaneously without sacrificing food quality.
- Thoroughly cleaned kitchen utensils, cookware, glassware and serving dishes, maintaining faultless hygiene and presentation standards.
- Prepared hot, healthy meals for elderly residents adapting consistencies to suit different stages of eating capability, as well as focussing on any allergens and special dietary requirements
- Assisted senior kitchen staff in preparing high-volume customer orders to exact specifications within target timeframes.
- Developed new recipes and menus incorporating local produce.
- Catered to allergies and modified diets with meticulous attention to detail and accuracy.
- Delivered consistent portion control and presentation to meet high brand standards.
- Utilised storage effectively to keep kitchen equipment and supplies safely and clearly organised.
- Helped prevent dishwasher drainage issues through regular cleaning and correct chemical use, in line with manufacturer's instructions.
- Cooperated well with kitchen teams, improving workflow and raising working standards.
- Actively inspected food preparation and storage areas, ensuring proper sanitation and cleanliness standards.

- Carried out regular rubbish removal, mopping and sweeping, maintaining clean kitchen environments throughout service shifts.
- Promoted accident prevention through excellent levels of sanitation and cleanliness, minimising health and safety risks.
- Improved hygiene standards by consistently demonstrating best practices and reporting non-compliance to senior staff.
- Washed cutlery and crockery using industrial dishwashers and manual methods for pristine finish.
- Used correct ingredients and ratios in preparation for different dishes.
- Operated mixers, cutters and special equipment following health and safety protocols.
- Followed good operating practices, safety standards and equipment maintenance protocols to minimise downtime.
- Monitored and recorded fridge and freezer temperatures to safely preserve stock.
- Completed final assemblies on dishes for service to customers.
- Followed checklists to keep kitchen areas clean, stocked and sanitised.
- Received and unpacked incoming deliveries, rotated existing stock and put away new items.
- Assembled dishes and finalised plating of customer orders.
- Readied ingredients and food preparation areas to support smooth kitchen workflow.
- Assisted chefs with preparing and presenting food, employing meticulous attention to detail and quality standards.
- Collected, washed and sanitised dishes and cooking utensils.
- Maintained organised kitchen stations with meticulous care and precision, promoting team productivity.
- Measured, weighed and mixed ingredients following recipe formulae and procedures.
- Washed, peeled and chopped vegetables to be used in dishes.
- Organised ingredients for planned dishes and associated garnishes.
- Prepared simple food items, freeing up cooks to focus on complex work.
- Restocked chef workstations with fresh supplies throughout shifts.
- Cleaned refrigerators, freezers and dry storage spaces to minimise contamination.

Kitchen Assistant | Mellors Catering

February 2022 - April 2023

- Tasks and duties akin to those mentioned above for St Stephens Care Home - meals produced for Primary School children not the elderly, but the same duties and principles involved

Cleaner | Done and Dusted

May 2021 - February 2022

- Worked quickly to complete cleaning within allotted timeframes.
- Organised cleaning supply closets for ease in locating necessary products.
- Communicated well with the team across multiple locations.
- Safely stored cleaning solutions, equipment and chemicals.
- Correctly used colour-coded equipment.
- Used vacuum cleaners and associated accessories to clean various floor surfaces to customer specifications.
- Ensured proper, compliant handling of cleaning equipment, chemicals and materials, upholding excellent safety records.
- Provided high-quality cleaning service at inner-city businesses locations.
- Used correct procedures to clean floors, communal areas and work spaces.
- Sanitised communal touchpoints for optimum worker and visitor health and wellness.
- Wiped down fixtures to remove built-up dust and maintain appearance.
- Kept floors clean with regular sweeping, vacuuming and mopping.
- Polished glass, mirrors and metal items to attractive shine.
- Achieved spotless results within working timeframes to meet client needs.
- Employed optimal safety practices to eliminate risks, hazards and accidents.
- Developed outstanding stain removal, spot cleaning and deep cleaning techniques to meet evolving customer demands.
- Vacuumed carpeted areas and mopped hard floors.
- Conducted thorough venue inspections to accurately identify cleaning needs.

From 2004 to 2008 I was employed in office based administrative roles including data entry clerk, import/export administrator and receptionist. All these roles required me to be efficient, adept at using various inhouse and generic computer operating systems and be able to communicate effectively, clearly and confidently with other members of my team, the general public and clients.

EDUCATION

Sandbach High School and Sixth Form College

Sept 2002 - May 2004

A-Levels - Physics (B)

Mathematics (A)

Geography (B)

English Language (A)