



St Edmund's Girls' School Salisbury

'Inspired to achieve'

APPLICATION PACK



CATERING ASSISTANT

required as soon as possible

Headteacher: Nicola Bull

**St Edmund's Girls' School, Church Road, Laverstock, Salisbury, Wiltshire, SP1 1RD
Tel: 01722 328565 Email: office@st-edmunds.eu Website: www.st-edmunds.eu**

St Edmund's Girls' School is part of Magna Learning Partnership





October 2017

Dear Prospective Applicant

Catering Assistant

We require a Catering Assistant to start as soon as possible.

- 10 hours per week (12.30 p.m. to 2.30 p.m.), Monday to Friday, term time only.
- 39 working weeks (term time only); 5.26 weeks of the school holidays are paid.
- Salary: Grade B: £7.83 per hour.
- A certificate in Food Hygiene is desirable, but full training will be provided if necessary.

I am pleased that you are interested in applying for this post at St Edmund's Girls' School. This is a happy and caring school, where students achieve well, and the catering service we provide is key to our friendly school environment. We have high expectations for our girls, and similarly we expect much from our staff. Our Catering team work each day to a tight deadline and we are therefore seeking staff who are energetic and friendly and who can work efficiently with good humour under pressure.

I can assure you that you will find St Edmund's a welcoming and rewarding place in which to work. Our students are delightful; they embrace learning opportunities and respond well to challenge. We are especially proud of our caring and supportive Christian ethos which runs through every aspect of school life.

How to Apply

Please take time to look at the information about St Edmund's which is on our website. Should you have any specific queries that are not answered by the information we have provided, then please do not hesitate to contact Mrs Elaine Slack, my PA: email eslack@st-edmunds.eu

Please email your application to the Headteacher's PA, Mrs Elaine Slack: eslack@st-edmunds.eu. Remember to include three documents:

- Application Form
- Equality & Diversity Form
- Letter of Application (no more than 1 side of A4 paper) in which you detail the skills, attributes and experiences which make you an appropriate candidate for the post

You may also post or hand deliver your application form if you wish.

Disclosure & Barring Service

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application. This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

We look forward to receiving your application.

Yours sincerely



Nicola Bull
Headteacher





St Edmund's Girls'
School



The Trafalgar School



Wyvern College

A new Multi Academy Trust

St Edmund's Girls' School became a founder member of Magna Learning Partnership, a multi academy trust, when the Partnership came into being on 1st April 2017.

Magna Learning Partnership is the employing body rather than individual schools. To all new staff joining any of the schools, therefore, this may afford the professional development opportunity to work in more than one school by mutual agreement.

The three founding schools within Magna Learning Partnership are:

St Edmund's Girls' School in Laverstock, Salisbury
www.st-edmunds.eu

The Trafalgar School at Downton, a co-educational school just south of Salisbury
www.trafalgarschool.com

Wyvern College for boys in Laverstock, Salisbury
www.wyverncollege.wilts.sch.uk

Offering single sex and mixed education in three educational settings with their own distinctive values and ethos, we will work closely as a partnership through our shared vision and high ambitions for our students.



<http://www.magnalearningpartnership.org.uk/>



JOB PROFILE

Reference: SCH107

Grade: B

Job Title: Catering Assistant

Main Job Purpose:

To work under the direction of the Catering Manager to ensure the effective running of the school's kitchen and dining room facilities.

Main Duties:

1. To assist with the preparation of food and beverages.
2. To serve meals.
3. To take samples of food for Public Health purposes.
4. To carry out cleaning tasks within the kitchen and dining room.
5. To set up the dining room for lunch and clear tables and equipment afterwards.
6. To wash up, both by hand and by using the dishwasher.
7. To operate the cashless catering till.
8. To maintain a general awareness of the progress of cooking.
9. To ensure that the kitchen is left clean, safe and secure at the end of the day.
10. To be aware of, and work within, standards of Health and Safety (including hygiene).

Supervision and Management:

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (ie Problem Solving):

The work is fairly routine which involves little opportunity for creative or innovatory thinking.

Key Contacts and Relationships:

Catering Manager	Work allocation etc
Pupils	Serving meals
Other members of staff	Information exchange

Decision Making:

Work is carried out within clearly defined rules or procedures. Advice is available if required.

Resources:

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

Working Environment:

The jobholder works in the kitchen of a secondary school. This is a fast paced environment and the physical demands require standing for most of the working time, and manual handling of equipment. There is regular noise from pupils.

Knowledge and Skills:

The jobholder needs the ability to undertake comparatively basic tasks. A certificate in Food Hygiene is desirable, but full training will be provided if necessary.