



Vacancy for Casual Catering Assistant

Dear Applicant

Thank you for your interest in our vacancy for a Casual Catering Assistant. In this section of our website you should find the following documents;

- Information about Ellesmere College (please also browse our website for more information)
- Job Description (including summary of main terms and conditions)
- Application Form for Non-Teaching Posts
- Guidance Notes

If you wish to apply for the position, please follow this procedure:

Read the Application form for Non-Teaching Posts and complete as fully as possible. Please note that under Safeguarding Children requirements we do need full details of your education and employment since 16 with no gaps unexplained. You may include a C.V. but do ensure it does cover all aspects asked for on the application form and note that it **will not be accepted in place of the application form.**

Include a covering letter explaining why you are applying for the position and how your skills and experience match the requirements of the role.

Completed forms and covering letter should be returned for the attention of:

**Mrs K Gough, Personnel and Regulatory Compliance Secretary,
Ellesmere College, Ellesmere, Shropshire. SY12 9AB.**

Alternatively, you can email your application to: kathrine.gough@ellesmere.com

If you have any queries regarding this vacancy, please call 01691 622321 and ask for Mrs K. Gough, Personnel and Regulatory Compliance Secretary.



Ellesmere College Support Staff

Job Description

Job title: Casual Catering Assistant

Responsible to: Catering Manager

Main purpose of job: To provide food service and clear tables during daily meal sittings and at our regular functions at the College

Main Responsibilities and Tasks:

The following duties are examples of what the casual kitchen assistant may be required to undertake, however, this list is not exhaustive and a degree of flexibility is expected in the performance of these duties.

The duties include:

- To assist with the running of the department
- Clear and clean dining hall tables after each meal sitting
- Brush dining hall floor after each meal sitting
- Replenish cruets and condiments from the tables when necessary
- Ensure the correct dish accompaniments are available at meal times
- Remove soiled trays from stackers etc... after meal sittings and clear away using the dishwasher
- Empty and clean the dishwasher after each meal sitting
- Serve, when necessary, Breakfast, Lunch and Supper to students and staff
- General cleaning duties on a daily basis as stipulated on the HACCP risk assessment (cleaning schedules)
- Any other duties as required by the Catering Manager or Director of Operations

Key Skills:

- Excellent customer service skills
- An interest in food and drink
- High standards of personal hygiene
- The ability to remain calm under pressure
- An awareness of health and safety issues
- The ability to lift and carry items such as plates and glasses
- The ability to work on your own and as part of a team
- Flexibility with regard to working hours is essential

Terms and conditions

Hours of Work

The hours worked will vary. You will be contacted in advance by our Catering Manager.

Weekend and evening work will be required.

Evening and weekend work form an integral part of the post.

Salary

The hourly rate of pay meets the minimum wage for age.

Probationary Period

This post has a one month probationary period, during which your suitability for the post will be assessed.

Level of DBS Disclosure Required

Enhanced

This job description is an overview of the main tasks and responsibilities of the post. It will be reviewed as part of the appraisal cycle and may be subject to modifications of amendment after consultation with the post holder.

The College is committed to safeguarding and promoting the welfare of its students and expects its staff to share this commitment. Applicants must be prepared to undergo Child Protection Screening, including checks with past employers and DBS. References will be sought and verified at the short-listing stage as part of our safeguarding children procedures.

Ellesmere College is a Woodard School

Guidance Notes for Applicants

Short listing decisions will be made using the application form and this is your only opportunity to tell us about yourself, therefore it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

Please note that a CV will only be accepted when accompanied by a fully completed application form.

General points to be aware of and remember:

Please use the information provided in the job description / person specification to assess your suitability for the job. You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore please provide supporting evidence, giving specific examples of how you meet the requirements of the post.

Process

After the closing date, all applications will be submitted to a shortlisting panel. Shortlisting is carefully undertaken by assessing the information provided on the application form and covering letter, against the requirements of the job.

If shortlisted you will be invited to attend for interview. You can expect to be interviewed by the Headmaster and one or both Deputy Head's. If you are applying for a class teacher post the relevant Head of Department will also be involved in the interview. You will be expected to take a lesson or run a coaching session which will be observed as part of the selection process.

If you are shortlisted, details of lessons will be included in the letter inviting you to attend an interview.

Offers of employment

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK (see below)
- Proof of UK Residency
- Satisfactory pre-employment Health check, which involves the completion of a confidential medical questionnaire. A full medical examination may be necessary.
- Satisfactory Criminal Records Bureau Check (see below)
- Satisfactory completion of probationary period
- References that are considered satisfactory to the College

Eligibility to work

The Asylum and Immigration Act 1996 make it a criminal offence to employ someone who does not have permission to be in, or work in the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in this country.

Safeguarding Children (Section 157 Education Act 2002)

We take all practicable steps to safeguard the safety and welfare of children while they are at Ellesmere College and as such the activities of Ellesmere College. All new employees are therefore required to undergo a Disclosure check with the Criminal Records Bureau (CRB), prior to appointment and at regular intervals during employment at Ellesmere College, as defined in its Code of Conduct. There is a further requirement, being introduced during 2010, for all employees to register with the Independent Safeguarding Authority (ISA) and the successful applicant will be required to comply with these new requirements later this year.

All teaching, coaching or any post that brings the employee into contact with children is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, spent and unspent, cautions, bind-overs or any outstanding cases must be disclosed.

Ellesmere College will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered, and should be communicated in writing, in a sealed envelope, and addressed to the Headmaster.