



Felsted

Saturday
Catering Assistant
Role Information Pack



Saturday Catering Assistant

Starting Salary £5,256.68 per annum

Permanent | 40 hours per week | All-year round (52 weeks per year)

We have an opportunity for a Catering Assistant to join our Senior School Catering Team. Duties will include preparing and service of breakfast, lunch and supper to our students, guests and staff (working on the main hot serving area and pasta bar) and clearing away after each service (washing of dishes, utensils, crockery and mopping the floors).

It is important that the catering staff have an awareness of dietary requirements (nut, dairy, wheat allergies and vegan and vegetarian options), can work well and calmly during busy periods, have a friendly and welcoming attitude toward customer service and an interest in the usual duties associated within the Catering and Education industry.

A full list of duties can be found within the 'Role information pack'.

This is a permanent position working 11 hours per week, all year round (52 weeks per year). The working hours are Saturdays from 7:00am to 6:00pm. The starting salary is £5,256.68 per annum

We are rated "Excellent in every aspect" by the Independent Schools Inspectorate.

If you would like to apply for this role, please visit our website.
www.felsted.org/employment-ops to access our online application form.

Closing date for receipt of applications is Wednesday 08 December 2021 at 12:00 noon. Interviews will be held shortly after the closing date.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Job Description: Catering Assistant

ACCOUNTABLE TO:

Function Manager, Front of House Shift Supervisor and Leader through to the Assistant Catering Manager and Catering Manager.

JOB PURPOSE

To assist in the preparation of service and dining areas, including the on-site Coffee Shop when required, either during the usual School day or during School Events and Functions. To work in a team to provide a friendly and professional hospitality service to our students, guests, parents and colleagues.

ROLE RESPONSIBILITIES

- To assist with all aspects of the preparation and service activities
- To ensure food/service is presented well
- To ensure a clean and tidy appearance (e.g. wearing correct uniform)
- To prepare/serve with due care and attention (e.g. dietary requirements and allergies)
- To assist with the serving of refreshments
- To assist with cleaning of utensils, floors and work areas after service periods
- To assist with the cleaning schedules
- To promote a friendly working relationship with colleagues
- To promote a good company image to customers and guests by using positive customer service practices
- To comply with statutory and company requirements
- To assist with the preparation, set up, delivery of service for Functions and Events
- To undertake occasional duties outside the normal routine but within the scope of the position and the department's activities
- To report any complaint or compliment and take action if at all possible
- To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible
- To properly manage any payments as required (for example function bar, coffee shop etc)
- To attend meetings and training as required (i.e. annual child protection training)
- To carry out any tasks within the job holders skill and ability.
- Any other reasonable ad-hoc duties as requested
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EXPERIENCE AND SKILLS

ESSENTIAL:

1. Self-motivated and able to work on your own initiative
 2. Interpersonal and communication skills
 3. Committed to delivering excellent customer service
 4. Awareness of kitchen health and safety – COSHH, basic food hygiene, safe systems at work, personal protective equipment, manual handling, slips, trips and falls and the safety of others (training will be provided)
 5. Attention to detail
 6. Ability to work well in a fast-paced environment
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7. Understand and commit to the Safeguarding of Children
8. Promote positive working relationships

DESIRABLE:

9. Previous experience of working within a catering environment
10. Certificate in Basic Food Hygiene
11. Knowledge of allergies and dietary requirements
12. NVQ Level 2 in Food Preparation and Cooking or hold an equivalent qualification
13. Previous experience of working in the Educational Environment

REWARD AND RECOGNITION

- Employer and employee contributory Pension scheme (matched contribution at 4%)
- Free life assurance scheme
- Free lunch on full days worked
- Free hot drinks
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free uniform
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to FelstedConnect.org
- Subsidised on-site Coffee Shop.

TERMS OF EMPLOYMENT

- Permanent contract
 - All-year round (52 weeks per annum)
 - Working 11 hours per week
 - Working on Saturdays 7:00am to 6.00pm, including a one-hour paid lunch break.
 - Location of work will be Felsted School, Felsted, Essex, CM6 3LL
 - Starting salary £5,256.68 per annum.
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Our History

We are a leading independent co-educational day and boarding school, situated in the picturesque village of Felsted in North Essex. Originally founded by Richard Lord Riche as a Church of England Grammar School, we are proud of a heritage that dates back to 1564.

Felsted School offers an outstanding academic education, combined with excellent pastoral care and co-curricular activities. Felsted is truly international. We offer the International Baccalaureate in addition to A Levels, and as a global member of Round Square, pupils enjoy superb exchange programmes. The School cultivates an environment of self-confidence and intellectual curiosity where pupils benefit from a well-rounded education.

In 2014, we celebrated our 450th anniversary, one of only a handful of schools in the country that have claimed this milestone. The event was marked by a historic service at St Paul's Cathedral and a royal visit by Her Majesty the Queen and His Royal Highness the Duke of Edinburgh.



Felsted Senior School

The Senior School educates some more than 540 students aged between 13-18, of which over 80% of students take advantage of the School's boarding provision. Boarders at Felsted lead full lives. There is time to ensure academic work is completed to a high standard, to be involved in a breadth of co-curricular activities and to build lifelong friendships. Personal qualities such as confidence, independence, organisation and leadership will be developed in a caring and happy community. In addition to our two Day Houses there are eight boarding houses in total at Felsted: six for Boarders in Years 9 to Lower Sixth and two for Upper Sixth Boarders. Each house offers unique environments for study and personal development, supported by a Housemaster or Housemistress (HM), Assistant Housemaster or Housemistress (AHM), a Resident Tutor (RT), a Matron and a Tutor team.

Academic

At the end of a challenging year, many of the students at Felsted are able to celebrate their results as they prepare to move on to the next stage of their lives and education. All of the students, teachers and parents deserve great credit for the way in which they have coped through this time. Our Year 13 leavers accepted offers for some of the best universities around the world, in countries as diverse as Canada, the Netherlands, United States of America, Italy and of course the UK, with offers for Cambridge, Durham, Warwick, UCL, Bath, Exeter and City University among others.

A Level Results

- 100% pass rate was achieved, with 57% of results gaining A*/A grade

GCSE Results

- 57% of all grades were 9-7 and 99% 9-4
- 100% and 99% gaining their English and Maths GCSEs at 9-4 grade respectively.



Due to the unique nature of this year's academic results, we do not anticipate any publication of leagues tables for schools across England. It is possible that some media outlets will generate their own league tables, based on data that they can generate from schools, but even this seems unlikely.

As Felsted has withdrawn from exam result league tables where possible, because the data generated is fundamentally flawed as a judgement of educational quality, this will not change our position. The Government progress tables, which have previously shown the high degree of progress made by students in the sixth form will also not be published this year.

As a school, we remain very proud of the hard work that our students and staff put in to their studies each year, and the progress that each individual makes during their time at Felsted, whether towards a place at some of the most competitive universities in the world, or getting across the hurdle of GCSE, A Level and IB studies. Further information on our exam results can be found on our website here: felsted.org/academic/exam-results.

International

We welcome students of all nationalities and routinely celebrate cultural diversity. Integrating international and UK students is an extremely important component of the Felsted ethos of valuing and respecting difference.

Through partnerships with organisations such as Round Square and Magic Bus, in addition to a fully integrated International Baccalaureate Diploma programme, Felsted is a globally-minded school that aims to prepare all of its students for international co-operation, communication and understanding, both now and in their future careers.

Sport

Felsted has an enviable reputation both locally and nationally for the high quality of its sporting teams and the dedication and expertise of the school's coaching staff. There is a strong tradition of sporting excellence at Felsted, however all abilities are catered for and every student is encouraged to enjoy a recreational interest in individual or team games, whilst developing a healthy attitude to fitness, exercise and wellbeing.



All students have the opportunity to represent the school in sporting fixtures during their school career, with travel to an away fixture once a fortnight the norm for the vast majority of students. Additionally, students who take their sporting expertise to a higher level will receive the opportunity to join one of the many Sports Trips and Tours.

Music

Music is part of the fabric that makes up Felsted life and has been for many years. The School has forged a strong partnership with The Junior Guildhall in London. The School provides broad opportunities for musicians of all types - our main aim is that everyone who wants to be involved musically can be accommodated. All students are involved in some way, whether it is singing in Chapel, participating in the Inter- House Singing Competition or through individual musical interest.

Felsted musicians are supported by five full-time members of staff and over 25 visiting instrumental and vocal teachers. Tuition is available in a wide range of instruments ranging from the violin, Harp, Saxophone and Drums through to the Cello, Oboe, Organ and Electric Guitar!

Singing plays a hugely important role both in Chapel and in more informal settings. Elsewhere, the School boasts a number of Orchestras, String Ensembles and Wind and Brass Groups.

Drama & The Arts

Felsted has a reputation for drama productions of the very highest quality. Drama overall makes a significant contribution to the co-curricular life of the School. Our Hunt Theatre is equipped technically to the standard of any small professional theatre: the extensive facilities include flexible seating, fully computerised lighting and sound controls, an impressive range of lanterns and sound equipment, dressing rooms, a front-of-house box office and a licensed bar. Larger scale productions tend to be put on in the School's majestic Grignon Hall, which can seat an audience of 400.



Application Process to Apply for this Role

To apply for this position, you will need to complete a formal application using our online process. We are unable to accept curriculum vitae (CV's) in substitution for an application form. Our online application form can be found at www.felsted.org/employment-opps.

By submitting an application form you are required to demonstrate how your skills, knowledge and experience relate to the role you are applying for. Your suitability for the post will be assessed by examining the information you provide us on your application form against the requirements within the job description, so it is important you provide as much relevant information as possible.

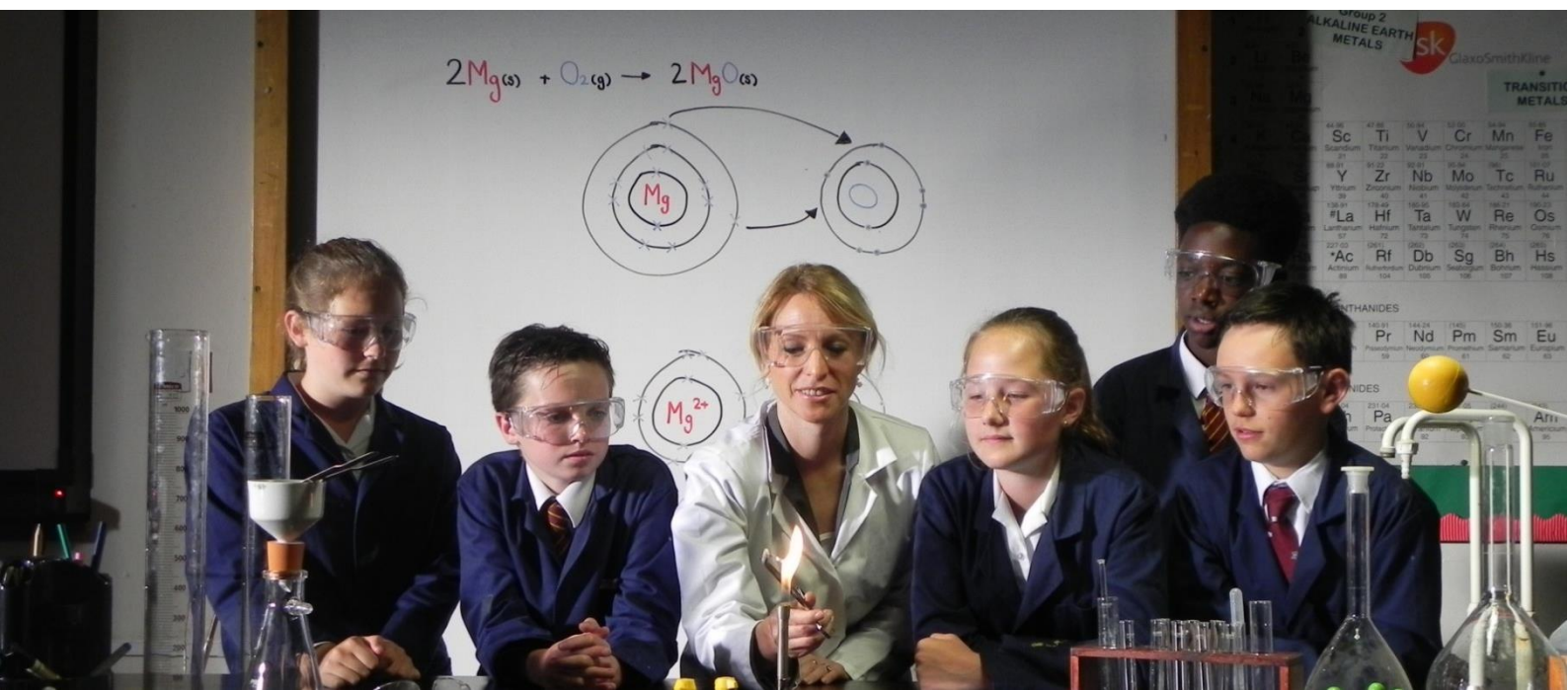
Our application form will ask you to declare any criminal convictions as all positions at Felsted involve a degree of responsibility for the safeguarding and welfare of children. All posts are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared except those that are protected.

Our Policy on the Recruitment of Ex-offenders can be found on our website www.felsted.org/employment-opps.

Once the closing date for receipt of applications has passed, your application will be shortlisted. If you are shortlisted to attend an interview, you will be sent an interview invitation by email. If you have not been selected, you will be also be notified by email. The interview will be held with at least two recruiting managers and you will need to submit prior to your interview:

- Identification to prove your Right to Work in the UK
- A completed DBS application form along with three pieces of ID
- Evidence of any qualifications you hold that are necessary for the post you are applying for.
- If appropriate, documentation evidencing changes to your name.

All necessary forms will be attached to your interview invite email. Please note that if appointed to the position, originals of the above are necessary.



Terms of Appointment

If you are appointed to the role, a formal offer letter of employment will be posted to you. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement. However, benefits are subject to amendment from time-to-time.

Appointment Date

The appointment will commence as soon as possible.

Salary

The starting salary is £5,256.68 per annum.

Pension Scheme

Felsted will comply with its legal obligations in relation to the provision of access to a pension scheme. The employer and employee contribution Pension Scheme for this role is The People's Pension.

Healthcare Scheme

Following a successful probationary review period, the appointee is eligible to join the group policy employee funded Healthcare Scheme, currently with BUPA.

Felsted Connect

The appointee is provided with membership to Felsted Connect: an online multi-platform engagement tool where employees have access to hundreds of discounts, offers and cashback from high-street retailers.

Employee Reward Package

A list of employee benefits can be found on our employment opportunities website
<https://www.felsted.org/employment-opps/rewards>

Terms of Employment

This role is a permanent position working 11 hours per week, 52 weeks per year on Saturdays from 7:00am to 6:00pm.

Criminal Background Checks

We require all successful applicants to allow Felsted to process and obtain (at our expense) an Enhanced level criminal background check (including a Barred List check) through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a

criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy statement on the Recruitment of Ex-offenders that can be found on our employment opportunities home page. A full copy of the policy can be found by emailing hr@felsted.org.

As a School where regulated activity occurs, under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) applicants are obliged to disclose **spent** convictions in addition to any **unspent convictions**, except those that are classed as protected offences

The Disclosure and Barring Service's Code of Practice is intended to ensure that information released in Standard and Enhanced Disclosures is used fairly. The Code also seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. Further information about the Disclosure and Barring Service may be obtained from:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service> and a copy of the Code of Practice is available at:
<https://www.gov.uk/government/publications/dbs-code-of-practice>.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

Other Employment Checks

The offer of employment is also conditional upon satisfactory receipt of the following employment checks.

- a. Proof of your Right to Work in the UK
- b. Barred List Check
- c. Two professional references
- d. Medical
- e. Overseas Police Check/Certificate of Good Conduct (if you have resided outside the UK within the last ten years)
- f. Verification of professional status
- g. A TRA Check
- h. Prohibition from Management

We look forward to receiving your application.

Felsted Human Resources Department

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hr@felsted.org
www.felsted.org

Independent / Co-educational / Boarding & Day / Ages 4-18



Felsted