November 2018

Dear Candidate

Thank you for your interest in the post of Hospitality Assistant at St Katherine’s School. This is a fixed term post until July 2019.

St Katherine’s is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and are represented throughout our work with our young people - see our [website](http://www.st-katherines.n-somerset.sch.uk/about-us/)[.](http://stkatherines.ng1.devwebsite.co.uk/page/?title=Staff+Vacancies&pid=122) We work tirelessly to educate young people for academic success and for life.

If you apply for this post, you will be joining a team that is deeply committed to young people, that believes there are no limits to what a young person can achieve. You join a team who are engaged in their own learning and continually strive to develop their own practice and share with each other to improve our collective impact on young people.

St Katherine’s School is situated on the edge of Bristol in a beautiful rural environment. The majority of our students live in Bristol and due to the easy transport links, make a positive choice to travel out of the city each day to enjoy the wealth of opportunities that St Katherine’s has to offer.

Further information about the school, the post and how to apply can be found on the school [website](http://www.st-katherines.n-somerset.sch.uk/about-us/#working-for-us). Please include with your application a supporting letter explaining why you have chosen to apply for the post. This should highlight the skills, qualities and experience you would bring to the post and how these would benefit our school. (No more than two sides of A4 please).

The closing date for receipt of completed applications is **midnight 9 December 2018.** Interviews will be held during w/c 10 December 2018.

St Katherine’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

I look forward to reading your application.



**Justin Humphreys**

**Head of School**



**Hospitality Assistant**

**School:** St Katherine’s School

**Hours: 10** hours per week over 5 days, 2 pm - 4 pm (some flexibility). Term Time only, plus 5 INSET.

**Contract: Fixed term until 19 July 2019.** To start as soon as possible

**Salary: £3643 - 3674 per annum**

We are seeking to appoint an enthusiastic individual to work as part of our Hospitality team within the school.

Duties will include maintaining the cleanliness and organisation of the training kitchen, training restaurant and bar and assisting with the setting up and clearing following practical lessons and demonstrations.

The successful candidate will need to be efficient and organised, possess good team working skills and the ability to work effectively in a busy catering environment. You will also need to be able to communicate in a calm and professional manner with students and work in a way that promotes the safety and wellbeing young people.

Understanding of food hygiene essential.

St Katherine’s is a vibrant, medium sized 11–19 mixed comprehensive school situated on the edge of Bristol, in a beautiful rural setting. We are warm, welcoming and inclusive, and committed to high standards of learning, behaviour and achievement. We offer a creative and supportive team, supported induction and excellent CPD opportunities throughout employment.

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**Closing date: Midnight 9 December 2018**

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**JOB DESCRIPTION**

**St Katherine’s School**

*St Katherine’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS and Barred list checks are required for this role.*

|  |  |
| --- | --- |
| **JOB TITLE:**  | Hospitality Assistant |
| **GRADE:** | JG 1C |
| **HOURS:** | 10 per week, Term time only (including 5 INSET days) |
| **REPORTS TO (TITLE):**  | Hospitality and Catering Lead |

***JOB PURPOSE***

* Support the Leaf training restaurant to ensure that the kitchen and equipment is clean and ready for use.
* Support the school catering services with food preparation and other tasks as necessary.

**MAIN DUTIES AND RESPONSIBILITIES**

* Under the supervision of the training restaurant Chef assist in preparing the learning environment within the training restaurant/kitchen
* Ensure that all required kitchen or workroom resources and materials are available and ready for use when needed.
* Cleaning, preparation and assembly of ingredients and equipment, their safe storage, and the disposal of used or waste products in accordance with school policies and procedures and food hygiene and other appropriate statutory regulations.
* Support the school catering services with food preparation and other tasks as necessary.
* Take an active role in supporting and developing a culture of team working for the benefit of students. Participate in staff meetings and contribute to the development of policies and procedures for own continuing professional development.
* Under the direction of the Hospitality lead provide catering related support to meet the educational needs of students.
* To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within agreed policies and procedures.
* Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills and knowledge.
* Any other duties, directed by the line manager, which are commensurate with the grade of the post to support the operational activities of the St Katherine’s School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**Generic items:**

* To be aware of and understand the School’s Equal Opportunities, Race Equality, Whistleblowing, IT and Safeguarding Policies, Staff Code of Conduct, ensuring at all times that the duties of the post are carried out in accordance with School Policies.
* To ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies.
* To review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for own continuing professional development.
* To work effectively with both teaching and support staff, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
* To undertake any duty or responsibility that the Headteacher and line manager asks relevant to the school’s needs as required and are commensurate with the grade.This is not an exhaustive list and some changes to both the Job Description and duties may occur.
* The postholder must at all times maintain confidentiality and work within the requirements of data protection/GDPR at all times.
* To be aware of and understand, and to ensure compliance with, Food Hygiene Regulations, Government Standards for Food in Schools, Healthy School Programme.

**Hospitality Assistant**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Understanding of Food Hygiene | Food Hygiene Certificate |
| **Work Related Experience**  |  | Experience in a Hospitality or customer service related areaExperience in a similar roleExperience of working with young people |
| **Job Related Skills** | Strong organisational skills Understanding of Health and Safety and able to work safely and in accordance with policies and procedures Good customer care skills Ability to work within a teamExcellent time management and multitasking skillsAbility to work under pressure to tight deadlinesAbility to work in a way that promotes the safety and wellbeing of children and young people. |  |
| **OTHER** | Enhanced DBS and Barred list checks |  |

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