



ST. EDWARD'S OXFORD

FOOD SERVERY & PLATE WASH ASSISTANT **FOR APPOINTMENT AS SOON AS POSSIBLE**

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzes with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the School continues to grow. To find out more visit our website www.stedwardsoxford.org.

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently approximately 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

About the role

Food Servery & Plate Wash Assistants work in the School's Catering department, preparing the counters for service, serving food, working to ensure that service runs well and also working in the plate wash facility, as directed. The Assistants carry out other general duties within the department, including cleaning, and are expected to be professional and flexible to the requirements of the job at all times. They are also expected to communicate effectively and politely with management, the duty chef, supervisors, pupils, staff and other customers.

Main responsibilities:

Operations:

- Assisting in the plate wash facility as required throughout the service period.
- Ensuring that all required equipment (including crockery and cutlery) is clean and in place for each service
- Ensuring that appropriate standards of cleanliness and tidiness are maintained in the servery, adjacent areas, the dining hall, drinks machines area, wet area, catering yard and bins area

- Following and completing daily cleaning schedules
- Assisting with all aspects of presentation and efficient service of food to pupils, members of staff and visitors to the School
- Understanding all menu items by liaising with the Duty Chef, and ensuring all areas of service are well stocked with appropriate items of food and drinks
- Reporting customer comments to a member of the Catering Management Team
- Ensuring that all areas and equipment are cleared and cleaned at the end of service

General:

- Undertaking cleaning and polishing duties within the department, as directed
- Helping with the set up and service at events, as and when required
- Attending staff meetings and training courses when required
- Complying with other reasonable requests by the Catering Management Team
- Reporting incidents of accident, fire, loss, theft, damage, unfit food or other irregularities to a member of the Catering Management Team

Health & Safety and Food Hygiene:

- Compliance with School standards and statutory regulations regarding hygiene and health and safety in all tasks undertaken (including food handling, storage, delivery and presentation, and personal safety)
- Ensuring chemicals in all areas are used safely (training will be provided)
- Completing temperature charts, cleaning schedules and food production information to the required standard

This is not an exhaustive list of duties. You should expect variances in your duties and areas of work, as directed by management, to help achieve the efficient running of the School's facilities.

Other requirements

A uniform is provided and must be worn while working. It should be clean, presentable and free from tears and stains. The Catering Department operates a 'no jewellery policy' and members of the Catering department are expected to maintain high standards of personal cleanliness and personal hygiene.

Hours of work

This is a full time position, working 37.5 hours per week, any five days from seven. The role works during school holidays as well as during term time and working hours will include weekdays, weekends and evenings, according to the Department's rota.

Salary

We are offering a competitive salary in line with the successful applicant's previous experience.

Holiday

Holiday entitlement is 20 days plus bank holidays. The School's holiday year runs from 1st September to 31st August. Bank holidays occurring during school terms may well be normal working days, for which time off in lieu is given. The School closes completely over Christmas/New Year, staff are required to use 5 days of their holiday entitlement to cover this period.

Sickness benefit

The entitlement to paid sickness benefit increases with service. After four years' service, the maximum entitlement is to 30 days at full pay in any consecutive 12-month period.

Probationary period

The appointment is subject to a probationary period of three months.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Notice period

During the probationary period, employment may be terminated by either side with one week's notice. Subsequently, the minimum period of notice required is one month.

Miscellaneous non-contractual benefits

- Free meals are available during times when the Catering Department is working.
- Following successful completion of their probationary period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.
- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

About the Candidate

Person Specification Characteristics	
Previous experience in a catering role	Essential
Food safety training	Desirable
A good command of the English language	Essential
The ability to work flexibly to meet the requirements of the work, to work as part of a team and also to show independent initiative	Essential
A flexible approach and a willingness to carry out a variety of tasks	Essential
Task and goal-oriented with a positive attitude	Essential
A commitment to setting and maintain standards of excellence	Essential
Previous experience within a similar organisation	Desirable
Commitment to the protection of children and young people	Essential
Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and

supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after applying and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

If we receive a large number of high-quality applications, we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Catering Services Manager, by email: nagy@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Woodstock Road, Oxford OX2 7NN.