



ST. EDWARD'S OXFORD

JOB DESCRIPTION

TEMPORARY FOOD SERVERY & PLATE WASH ASSISTANT(S)

TO BEGIN WORK AS SOON AS POSSIBLE

A message from the Warden

Thank you for your interest in working at St. Edward's.

This is an important moment in the School's development. The recent opening of outstanding new academic and performance facilities at the heart of the campus is accelerating the momentum evident over the last few years in all areas of school life – in academic results, in the development of the curriculum, in co-education, and in admissions.

For all its recent success, however, St Edward's remains a refreshingly different kind of school. Our deliberate emphasis on selecting young people broadly and inclusively on their attitude and their ambition rather than narrowly and exclusively on test results makes for a community rich, diverse and rewarding in its interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's there is much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

St Edward's is forward-looking and progressive. It is one of the few UK schools to offer both A Level and the IB Diploma in the Sixth Form, and our academic programme was further enhanced in 2020 with the launch of pioneering new courses for the middle school years. These externally accredited new courses, Pathways and Perspectives, complement a core programme of GCSEs, more fully to develop pupils' skills of research, collaboration and communication. The introduction of co-educational boarding in the Sixth Form is the most recent of the many innovations in the last few years on the pastoral side of the School.

Beyond Teddies, the partnership programme in which we work with other schools and charities, ensures that pupils engage with the community beyond the School and learn to play a meaningful part in the life of the city.

It is an exciting time to be joining St Edward's. As you learn more about the School, I hope that you will share that sense of excitement and want to be part of the next chapter in its history.

About the School

Founded in 1863, St Edward's is an independent, co-educational boarding and day school for pupils aged 13 to 18 (Year 9 to Year 13). There are presently 735 pupils, of whom 85% are boarders.

There are 13 boarding Houses of around 60 pupils in Years 9-13 – five for girls, five for boys and three co-residential Houses (boys from Year 9 to Year 11, and boys and girls in the Sixth Form). The school week includes lessons on Saturday mornings, apart from leave weekends and exeats (half-term holidays), which typically occur every three weeks.

The boarding and day arrangements offer flexibility for families. Boarding pupils may choose full or weekly boarding, with weekly boarding at St Edward's giving pupils the option of going home on Saturdays after sport and other commitments. The lively and varied weekend programme, however, means that a significant proportion of the boarding community stays in the School on Saturday nights. Day pupils may leave at 6:30pm

or 9:00pm on weekdays, with most opting for the latter so that they can join in the evening programme and enjoy leisure time with their friends.

Pupils take part in a wide range of sports and other 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.

The arts are particularly strong at St Edward's. The North Wall Arts Centre, on school grounds, houses a professional theatre and gallery, and runs a critically acclaimed public programme. Alongside the public facilities, the Arts Centre houses the School's impressive Drama and Dance Departments, and the Gallery is shared with our art and design pupils. All pupils benefit from having access to this creative powerhouse, and it is particularly valuable for those wishing to develop careers in the creative industries.

About the role

We wish to appoint a number of temporary Food Servery & Plate Wash Assistants to 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 member of the Catering department are expected to maintain high standards of personal cleanliness and personal hygiene.

Duration of contract

We would like the successful candidate to begin work as soon as possible and the appointment will run for an initial period of six-months.

Hours of work

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

Salary

The hourly rate of pay will be £9.70. Salaries are paid on 25th of each month, unless the 25th falls on a weekend or Bank Holiday, in which case payment will be made on the preceding Friday.

Holiday

Holiday entitlement will be pro rata of 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

There is no entitlement to sickness benefit, except for Statutory Sick Pay, which will be paid if the qualifying conditions are met.

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.

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.

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.

We reserve the right to appoint at any stage during the application process.