



STAMFORD

# Catering Assistant Applicant Pack





STAMFORD

## **Role Specific Supporting Information**

### **Catering Assistant**

**The Stamford Endowed Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### **The Team**

SES consists of three schools around the town of Stamford. Each School has its own head chef and professionally equipped kitchen, which is staffed with trained chefs who mastermind the delivery around 1600 meals a day to all the pupils with day and boarding pupils.

#### **The Role**

All food is freshly cooked on the premises using fresh seasonal and local produce, working from a termly menu the food is kept interesting with fresh ideas and within the seasons giving the pupils the best quality possible.

These busy kitchen areas rely on teams of staff to prepare, produce and serve the meals across the day. Our Catering Assistants have a key role in ensuring that the Cooks and Chefs are fully supported by carrying out all basic kitchen duties, keeping areas clean and tidy and enabling meals to be ready and to a high standard.



## STAMFORD

### Working for the Stamford Endowed Schools

<b>Hours of Work</b>	<p>Role 1: 37.5 hours per week, Monday – Friday, 11.00 – 19.00. This role is temporary maternity cover until September 2022</p> <p>Role 2: 25 hours per week, Monday – Friday 09:00 – 14:30.</p> <p>Role 3: 30 hours per week, Monday - Friday, 9.00 – 15.30</p>
<b>Remuneration</b>	£9.05 per hour
<b>Working Arrangements</b>	<p>All roles: 42 paid weeks per year –</p> <ul style="list-style-type: none"> <li>- 34 weeks term time</li> <li>- 3 weeks non-term time</li> <li>- 3.5 weeks annual leave</li> <li>- 1.5 weeks public holiday</li> </ul>
<b>Annual Leave</b>	For term time contracts, annual leave is taken within the school holiday periods and paid as part of the monthly salary.
<b>Role Information</b>	You will be paid each month throughout the year. For any start date after 1 September the actual working weeks until 31 August, will be calculated and divided by the remaining months, for the first year only.
<b>Other Arrangements</b>	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• A free school lunch during term time periods*</li> <li>• Support for training and development and an annual review programme</li> <li>• Access to an Employee Assistance Programme for staff and their immediate family members. 24:7:365 advisory telephone advice service and telephone counselling.</li> <li>• Contributory Pension Scheme with employer contributions</li> <li>• Subsidised Membership to the SES Sports Centre facilities.</li> <li>• Access to a Stamford Foundation Card</li> <li>• Access to SES car parking facilities</li> <li>• A programme of Stamford Lectures and other staff social events.</li> </ul> <p>*Non contractual arrangement</p>



STAMFORD

## Job Description

**Job Title: Catering Assistant**

**Reporting to: Head Chef**

**Responsible for: n/a**

### **Core purpose**

To work with a team of catering staff providing assistance with all kitchen and dining room duties.

### **Roles Responsibilities**

- 1.0 To be responsible for all aspects of cleaning including floors, food storage areas, kitchen and dining room equipment.
- 2.0 Use of industrial dishwasher and deep sink work.
- 3.0 Clearing of dining room, food service duties and vegetable preparation.
- 4.0 Food sampling, temperature readings and recording necessary information in the logs. Ensure correct labelling of foods within fridges and freezers.
- 5.0 To maintain high standards in kitchen and dining room hygiene and ensuring food hygiene laws are adhered to at all times.
- 6.0 Any other duties as may be required to maintain the efficient running of the kitchen, with due regards to the health and safety of all those who use the facility.



## STAMFORD

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Basic standard of numeracy and literacy	
<b>Knowledge &amp; Experience</b>	Previous experience in a similar role	
<b>Key Skills</b>	General skills in basic kitchen assistant duties  Skilled in using general kitchen equipment or willing to learn	
<b>Other Attributes</b>	Able to work as part of a team Some flexibility around working hours to meet the operational demands of the catering service  Satisfactory enhanced DBS Check	



STAMFORD

### **Candidate Information about Stamford Endowed Schools**

Comprised of Stamford School, Stamford High School and Stamford Junior School, the Stamford Endowed Schools offer continuity of education for girls and boys aged 2-18. Under our 'diamond structure', teaching is co-educational at the junior level and in the Sixth Form, but single sex in the GCSE years. This allows us to tailor the curriculum to best suit our pupils and allows boys and girls to be themselves in the classroom.

The Schools have a history of academic success. We want our pupils to develop a lifelong love of learning, which is reflected in the 'Independent Learning, Intellectual Curiosity' ethos that is woven into all elements of the curriculum. Academic life is complemented by a rich extra-curricular provision which gives pupils the chance to pursue their interests across a diverse and extensive range of activities.

Boarding at the Schools was rated as 'outstanding' in the last inspection and 10% of our pupils enjoy life in our five boarding houses. The high-quality provision is indicative of the commitment to pastoral care throughout our three Schools.

The town of Stamford was recently voted 'Britain's Best Place to Live' by the Sunday Times and provides a wonderful place in which to work. The Schools are an integral part of the town community and have educated its children since 1532. Transport links are excellent, and London can be reached by rail or road in just over an hour.

Further details can be found on the Schools' website ([www.stamfordschools.org.uk](http://www.stamfordschools.org.uk))

This information should be read in conjunction with the Application Form Explanatory Notes enclosed with this pack.