

CATERING ASSISTANT

(Part-Time)

About Bredon School

Bredon School is situated on a rural site in the magnificent Gloucestershire countryside, with uninterrupted views of the Malvern Hills.

The school is centred around Pull Court, a large house dating from the 17th Century, which was remodelled in the early 19th Century to resemble as it stands today. In addition to the academic school buildings, boarding houses and playing fields, the Bredon community makes full use of a working school farm, various agricultural buildings, and direct access to the River Severn. Two large areas of woodland are also used for educational purposes, and are rich in native wildlife.

Bredon School offers each and every pupil a magnificent range of traditional and vocational qualifications in an outstanding pastoral environment which ensures that each pupil thrives as an individual. Taught in small classes individuality is both nurtured and celebrated by our highly qualified, passionate staff who strive to secure a love of learning in our pupils enabling them to realise their full potential.

Offering a broad spectrum of subjects, activities, opportunities and experiences we are able to build our pupils confidence and self belief. This is just one of the reasons why we are judged as 'Excellent' by the Independent School Inspectorate (ISI) for both academic achievement and all-round personal development.

Bredon School is ten minutes away from the market town of Tewkesbury, with easy access to the M5 and M50. The Forest of Dean, Wye Valley, the Cotswolds and the Malvern Hills are all well within an hour and we are equidistantly placed between the cathedral cities of Gloucester and Worcester. House prices in and around Tewkesbury sit just below the national average.

Appointment of Catering Assistant

Bredon School is searching for an enthusiastic Catering Assistant who can add value to our unique environment

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Hours of work: 15 hours per week term-time only; 10am to 6pm Saturday & Sunday (inlcuding a 30 minute unpaid break)
Additional hours may also be required to cover absence and illness.

Reporting to: Catering Manager, Head Chef, Catering Supervisor

Main duties and responsibilities

Summary of role

To assist in the provision of a professional food preparation and service to pupils and staff at Bredon School with specific responsibility for the standard of cleanliness and hygienic operation of the kitchen, dining room and associated areas including the cleanliness of light and heavy kitchen equipment and utensils.

M**ain duties**

- Assist with the preparation of foods to a high standard
- Effective clearing of all dirty crockery, cutlery etc. and maintaining the clearing area to the highest possible standard
- Washing up and loading and unloading of the dishwasher and putting away of crockery, cutlery etc.
- Serving on the food counter in a friendly and helpful manner and replenishing stocks in the dining room
- General cleaning duties including leaving the kitchen, dining room and washing up areas clean after each service and mopping floors
- Familiarising yourself with pupil and staff allergies and dietary requirements Complying with cleaning schedules and rotas, ensuring the highest possible standards of cleanliness are maintained
- Managing time effectively, thinking proactively and creatively about their work
- Establishing and maintaining friendly and professional relationships with pupils, staff and visitors

Other responsibilities / duties

- Undertaking all training required for the purpose of your employment
- Complying with school policies and procedures
- Attending meetings where necessary
- Reporting customer complaints or comments and taking remedial action, if possible

Generic Accountabilities

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Confidentiality

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

Benefits

- Free onsite parking
- Meals provided during term-time
- Beautiful working environment

Person Specification

	Essential	Desirable
Qualifications		• Previous catering assistant experience • Full clean driving licence
Experience and Knowledge		• Previous experience working with children / young people • Knowledge of the • independent school • sector
Skills and Aptitudes	• Understanding of, and commitment to, the principles, ethos and values of Bredon School • Willingness to learn new tasks and undertake further training • Excellent communicator • Willingness to work as part of a team • To be a role model for staff and pupils in all aspects of personal and professional conduct • Cheerful disposition • Sense of responsibility and confidentiality • Professionalism and integrity • Dedication and enthusiasm	

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.