



Welcome

I am delighted that you are considering applying for the position of Senior Catering Assistant (Boarding) which is a position available from 01 September 2023.

We are a successful, forward-thinking, co-educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement. Our history dates back to the 14th century, but we are also very much an innovative and forward-looking school that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a school with a strong sense of community. The School continues to challenge itself on how we deliver our education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for an aspiring or experienced Senior Catering Assistant (Boarding) to join our team to support pupils and staff in our school with particular emphasis on catering for our Chinese Boarding Pupils. You will be joining a fresh food kitchen with a well-established forward-thinking team.

This opportunity is a full time term time plus three weeks role – supporting a busy catering department that is operating at all levels of the school.

If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.

Barnaby Rimmer
Headmaster

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational school located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 3-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from China.

The School is located on a single site with the Preparatory School and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established within the Prep School in 2018.

The School is well-equipped with modern facilities for academic learning and co-curricular activities and it has an ambitious programme for continued renewal. Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn.



Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Ana Brady, Head of Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Due to timing, the School will interview as applications are received, and so reserves the right to withdraw this opportunity when a successful candidate is found.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.

This role is available for immediate start.



| | |
|-------------------------|---|
| Job Title | Senior Catering Assistant (with specific responsibility for Boarding) |
| Reporting to | Executive Chef |
| Hours of Work | <p>This is a Term time plus 3 week contract.</p> <p>Working hours are 40 per week over 5 days per week, which includes either a Saturday or Sunday.</p> <p>The working day will be 8 hours per day and hours will be worked between the hours of 1000 and 1900 depending on need. Start and finish time may be flexible to accommodate functions, events and cover for colleagues. You may be required to work some early mornings, evenings and weekends in line with the needs of the business. You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the School.</p> |
| Holidays | This is a term time only role, so all holidays should be taken during School holidays. The additional days to be worked will be agreed with your line manager. |
| Probationary | In accordance with School policy, this appointment will be subject to a six-month probationary period. |
| Medical Report | The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider. (Please note that all School buildings operate a no-smoking policy). |
| Pension/Benefits | <p>Wisbech Grammar School provides</p> <ul style="list-style-type: none">• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution• Fee discounts for dependent children• Cycle to Work Scheme, Discount Voucher Scheme, Wellbeing support |
| Safeguarding | <p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS).</p> <p>The postholder is responsible for ensuring that they</p> <ul style="list-style-type: none">• undertake all mandatory training on the school defined timetable (annually at time of writing this document)• read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document) |
| Data Protection | <p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p> <p>A strict code of confidentiality must always be adhered to.</p> <p>Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.</p> |



Principal Role

The School's Catering Department is led by the Executive Chef, supported by a team of Catering Assistants, ensuring the smooth and safe running of the School Refectory and Sixth Form Café. The team prepares and serves all meals and refreshments to pupils, staff, parents and visitors.

The School offers breakfast, morning break, lunch, after school coffee shop and an evening meal for boarders, as well as catering for weekend sports fixtures, evening events (such as performances or parent evenings), and open days.

This role has a specific focus on the evening meal for our Chinese boarding pupils, and one main meal a weekend. This is a senior role as the catering assistant will be able to work unsupervised at times, taking responsibility for preparing and serving meals to our boarding community.

Our food service aims to be fresh, vibrant and nutritious that inspires our pupils (especially our boarders) to eat well.

We have an expectation of the highest possible standards including excellent customer service. There is a commitment to excellence throughout the school.

Detailed role

Senior Catering Assistant additional roles

- To work unsupervised to prepare and serve meals and refreshments as determined by the Executive Chef
- To provide support to other members of the Catering Team as required on a day to basis and at events and functions
- To comply with all relevant Statutory Regulations, to ensure the safe and hygienic operation of the kitchen as directed by the Executive Chef (encompassing the maintenance of records).

Standard Catering Assistant role

- To welcome all pupils, staff and visitors to the school with a polite and courteous manner; to ensure that services operate in a friendly, smooth and efficient manner at all times.
- To prepare the service areas for breaks and meals across the day which will include ensuring all counters are ready for service with high standards of presentation and stock levels are maintained.
- To operate tills during meal service times.
- To ensure that all work is undertaken to comply with food safety standards.
- To assist with the preparation of the kitchen ready for service.
- To ensure the safe service of all meals and drinks.
- To ensure the kitchen is cleaned and maintained to a high standard during and after service.
- To undertake washing up, drying and storing crockery, cutlery, glasses, pots, pans and utensils in a safe and hygienic manner.
- To undertake general kitchen cleaning in accordance with the cleaning schedule; which includes floors, walls, tables and all kitchen surfaces and equipment.
- To assist in ensuring the physical security of the kitchen, food stores and catering office at all times.
- To provide information to the Executive Chef to enable orders to be placed, whether that is food or consumables and cleaning products.
- To assist the Executive Chef in continually improving what we do.
- To ensure that the Executive Chef is aware of all issues or concerns.
- To communicate well and respectfully with colleagues in the Catering Team as well as the rest of the School.



Other

- To undertake any reasonable request made by the Executive Chef.
- To attend events / occasions at the request of School.
- To attend training courses as required.
- To commit to the priorities and values of the School – acting as an ambassador for the School and promoting the School positively when interacting with pupil, parents, staff and visitors.

No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the successful applicant. The duties outlined in this job description may be modified by the Bursar or Executive Chef, with the post holder's agreement, to reflect or anticipate changes in the job, commensurate with the job title.



Person Specification

| | Essential | Desirable |
|---------------------------|---|--|
| Skills and abilities | <ul style="list-style-type: none"> • Food handling and production techniques • Able to work as an effective part of a team • Able to work as individual and use own initiative • Excellent customer service focus with attention to detail | |
| Experience | <ul style="list-style-type: none"> • Experience of working in a catering environment or similar for at least 1 year • Experience of working without direct supervision • Experience of cleanliness and hygiene standards • Basic experience of Health & Safety at Work requirements | <ul style="list-style-type: none"> • Experience of working in a school kitchen • Experience of working in the hospitality or service sector |
| Qualifications / training | <ul style="list-style-type: none"> • Basic key skills (ie numeracy and literacy) • Food Safety trained | <ul style="list-style-type: none"> • Manual Handling trained • Health and Safety trained |
| Knowledge | <ul style="list-style-type: none"> • An appreciation of cleanliness and hygiene standards • A basic knowledge of Health & Safety at Work requirements • Able to provide evidence of knowledge of the importance and value of a service culture | <ul style="list-style-type: none"> • Knowledge of Fire Safety Procedures • Knowledge of Food Safety Procedures • Knowledge of food production |
| Personal competencies | <ul style="list-style-type: none"> • Clean and tidy appearance • Shows integrity and discretion • Has a sense of humour • Remains calm under pressure • Good verbal communicator at all levels (staff, teachers, parents, pupils and visitors) • Pleasant, courteous and approachable manner • Keen attention to detail • Ability to prioritise and organise own workload • Willingness to learn | <ul style="list-style-type: none"> • Able to communicate well with staff and visitors • Interested in and willing to communicate with young people • Interested in different cultures • Resourceful • Independent |