

Application Pack

for the position of

Front of House Catering Assistant

(Part-time, term time only)

To start as soon as possible

About St George's

St George's is an independent boarding and day school with approximately 270 pupils aged from 11-18 years about 45% of whom are boarders (both full and tailored) and with a Sixth Form of approximately 80 pupils. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), and is ISC accredited.

We are a welcoming school with a warm sense of community and visitors often comment on the perceptible supportive and cheerful atmosphere. We believe that a happy and successful school is one where all pupils have the opportunities to develop their strengths. The richness of opportunities within and outside the classroom are fundamental elements of the St George's experience and this allows the girls to foster the confidence, independence and academic curiosity that lead to success. Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for value added.



#SGACapable
#SGAConfident
#SGAConnected



@stgeorgesascot

Our location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street. We are close to Windsor, Eton and Bracknell and equidistant from the M3 and M4 motorways. Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

All facilities are on site and include, amongst others, a state-of-the-art 350 seat theatre, three boarding houses, a sports hall, squash courts, gym, dance studio, spacious library, Science centre, photographic, textiles and art studios, 6 floodlit netball/tennis courts, extensive grass sports pitches and a new 25m 6 lane indoor swimming pool.



Academic Results

We aim to get the very best from each girl and Georgians are encouraged to work conscientiously and to the best of their ability as well as get involved in the wider school community and all the activities that are on offer in the busy co-curricular programme. This, combined with committed and inspirational teaching, delivers excellent GCSE and A Level results. Our pupils achieved the following results in 2020:

A Level: 77% A*-A, 100% pass rate

GCSE: 60% 9/8, 78% 9-7, 100% 9-4

The Role.

The role of the Catering Assistant is to provide efficient and effective Catering service support to the School, ensuring that the general appearance of the dining facilities and the surrounding areas are maintained in accordance with the required standards.

The Catering Assistant is required to undertake the following duties, which are not exhaustive and will be the subject of periodic review:

- Assisting in all aspects of the preparation of the food service area and the presentation of food to the school standards;
- Preparing all food as directed, taking particular due care and attention to customer's dietary requirements;
- Serving food to and drinks to customers and guests as directed;
- Assisting in the replenishment of food, beverages, crockery, cutlery and service equipment to ensure the delivery of food service is efficient and within the time frame allocated;
- Assisting with the hygienic cleaning of the dining facilities, equipment, work areas before each food service period, to include; dining tables, chairs and floors;
- Assisting with the dining room and service area deep cleaning at the beginning and end of each term;
- Promoting a friendly working atmosphere and friendly working relationship with colleagues and customers;
- Emptying of waste bins or similar waste receptacles; transporting of waste materials to designated collection points;
- Replenishing consumable items such as soap, paper towels, napkins and disposables;
- Using chemicals supplied as instructed and in accordance with COSHH regulations;
- Providing support to the Pantry Area, as necessary.
- Assisting with Function activities; set up, service and clearing as directed.
- Participating in training courses as required by the School;
- Carrying out other reasonable duties or requests as deemed appropriate by the Domestic Bursar.

The Catering Assistant must be self-motivated with a good eye to detail; he/she should be capable of working as a team member, taking instruction and direction; be enthusiastic, punctual and reliable.

Salary and Benefits

- a. **Start date:** As soon as possible.
- b. **Normal Hours of Work:** The normal hours of work as follows on each Saturday and Sunday that the boarders are in School:
Saturday: 8.00am to 2.00pm
Sunday: 10.00am to 8.00pm
Some additional hours may be available in the School's holiday periods. There will be a requirement to work occasional weekday evenings or extended hours at weekends to support the business needs of the School.
The School is happy to consider applications for stand alone Saturday or Sunday hours only.
- c. **Remuneration:** The hourly rate of pay for this role will be £10.10. This includes an element to cover statutory holiday entitlement. Your pay is based on the number of hours worked per week, term time only. Pay for these annualised hours will be spread over twelve months and paid on a monthly basis in arrears.
- d. **Probationary and Notice Periods:** The first year of employment will be a probationary period. During this period, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be one week, increasing to one calendar month by either side on the successful completion of the probationary period.
- e. **Facilities:** A meal is provided free of charge during each shift worked during term time and there is free on-site parking.

The Process

Letters of application together with a completed application form (available to download from the School's website) should be emailed to recruitment@stgeorges-ascot.org.uk and marked **FAO Mrs A Craciun, Domestic Bursar**.

Any queries about this post may be made in the first instance to the Resources Officer, Mrs T Barber on 01344 629 979 or by email to tbarber@stgeorges-ascot.org.uk.

The vacancy will close once a suitable candidate has been recruited.

The School reserves the right to interview and / or appoint at any time during the recruitment process.

St George's School is committed to safeguarding the welfare of children at the School. Therefore, this appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.

