



ST MARY'S CALNE

Incorporating St Margaret's Preparatory School

## KITCHEN ASSISTANT (Part-time)

### JOB DESCRIPTION

St Mary's is a leader in the field of girls' independent boarding education. It has over 340 girls aged 11-18, including 100+ girls in the Sixth Form. Almost all of the girls go on to university, several each year to Oxbridge, to read a wide variety of subjects and results in public examinations are consistently excellent. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

St Margaret's Preparatory School is an independent day preparatory school for boys and girls aged 3-11, sharing a site with St Mary's Calne. There is a high academic standard throughout the school and the children regularly achieve 100% success in their entrance examinations to senior schools, as well as a high number of scholarship awards. St Margaret's has an ethos that is based on traditional values and innovative learning, providing a happy environment for all children in a friendly caring community.

The School is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.

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| <b>Position:</b>     | Kitchen Assistant   |
| <b>Salary:</b>       | National Living Wage – confirmed by offer letter  |
| <b>Hours:</b>        | Variable (to be determined at interview / see latest advert)  |
| <b>Holidays:</b>     | This is primarily a term time only position with some summer holiday hours. Holiday pay at 12.07% is an additional payment on top of your agreed hourly rate. |
| <b>Line Manager:</b> | Head Chef on duty (consulting Catering Manager where appropriate)   |

**The primary objective of the Catering Department is to ensure the provision of a caring, responsive, smooth, seamless and flexible operation to satisfy the needs and expectations of pupils, staff and parents at all times. All catering staff are expected to actively contribute to the achievement of this objective**

The Catering Department operates in various locations on site including the Main Kitchen, Boarding House Kitchens, associated dining rooms, and occasionally elsewhere on site or off site as required.

### **Duties:**

Duties are as directed by the Catering Manager, Head Chef, or the Chef on duty as appropriate.

They will include, but not be restricted to:

- Ensuring that the Schools' standards of hygiene, safety and cleanliness are met and maintained in all Catering operational areas and at all times
- Assisting with aspects of food preparation, presentation and service (including in the servery)
- Ensuring that the Schools' standards are met at the end of the day/shift, specifically: for cutlery, crockery, glassware, dining room and kitchen utensils processed through the dish wash area
- Accurately complete necessary task records
- Undertaking regular cleaning and deep cleaning, when directed, of kitchen floors, walls, serving stations, kitchen equipment and dining room tables/chairs
- Assist at special functions which may be held on/off-site and out of normal working, including at weekends.
- Attend in-service training appropriate to the department, to keep necessary skills up to date and to participate in the school appraisal and development scheme
- To carry out any other duties that are within scope, spirit and purpose of the job and its title as requested by the Catering Manager and/or senior catering staff

### **Desirable Skills/Qualities**

- Smart, professional appearance
- Professional manner
- Flexibility
- Punctuality
- Reliability

## How to Apply

Our preferred method of application is by email. An application form may be downloaded from the school's website ([www.stmaryscalne.org](http://www.stmaryscalne.org) – vacancies page) and should be returned to: [recruitment@stmaryscalne.org](mailto:recruitment@stmaryscalne.org)

For more information contact:

Mrs Linda Thomas, Catering and Events Manager on 01249 857310, or  
Bursary Office on 01249 857300 to request a full application pack.

**Fully completed** application forms should be sent to the email address above OR to:

Mrs L Thomas, Catering Department,  
St Mary's Calne, 63 Curzon Street, Calne, Wiltshire, SN11 0DF

**St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check.** All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are appended as the final page of this document.

## Extract from St Mary's School Child Protection Policy

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by Wiltshire's Safeguarding Vulnerable People Partnership and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2020*. Our policy takes full regard to *Working Together to Safeguard Children 2018 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### **What is safeguarding?**

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### **What is child protection?**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

September 2020

Job Description approved – Catering Manager Jan 2018