



## BLOXHAM SCHOOL VACANCY INFORMATION FOR: **CATERING ASSISTANT**

*Bloxham School is an independent, co-educational boarding and day school for boys and girls aged 11 to 18 situated in north Oxfordshire. We are proud to boast state-of-the-art facilities for academic work, sport, technology and the arts on a modern, single-site campus. With around 500 students, Bloxham is small enough to ensure that each student receives individual attention, yet large enough to offer every opportunity a school twice its size could deliver. Our flexible approach to boarding responds to the demands of modern family living, with all our students joining us as either boarders, day boarders or day students.*



## JOB DESCRIPTION

Catering Assistants are responsible for ensuring that all catering areas are cleaned and maintained to a high standard. They also provide support to the chefs in the dining hall.

- Assist with the setting up of service counters prior to meal times and serving food
- Ensure the highest possible standards of presentation by ensuring that all catering areas are maintained in accordance with the cleaning schedule
- Keeping the dining hall and kitchen clean by sanitising tables, serving areas and drink stations
- Cleaning dishes and operating an industrial dish washer
- Deal with student and staff queries or requests in a polite and efficient manner
- Present a smart, professional appearance
- Maintain standards of safety and hygiene as per legislation and other statutory requirements
- Attend meetings and training sessions as required
- Work as part of a team
- Be able to carry out physical tasks such as helping with the pot wash and carrying plates and boxes on a daily basis
- On Saturdays, assist in the setting up and serving of afternoon tea for parents after sport fixtures
- Carry out any reasonable request from the Catering Manager and Assistant Catering Manager
- The catering team assists at functions and events throughout the year. Advance notice is given if required to work. The events are usually evenings but not always.

## KEY INFORMATION

**Start Date:** ASAP

**Accountable to:** Catering Manager / Assistant Catering Manager

**Working Hours:** Shift patterns are 7:00am - 15:00pm / 11:30am - 19:30pm on a rotation 5 days over 7.

**Salary:** £22,412

## BENEFITS

- Enrolment in the School's defined contribution pension scheme
- 25 days paid holiday plus Bank Holidays
- Tea, coffee and lunch provided during working hours
- Free parking on site
- Access at no charge to the School's sporting, swimming and fitness facilities, including gym and tennis courts
- Cycle2Work Scheme
- Strong, supportive staff community with a school counsellor available
- Opportunities for continuous professional development



## PERSON SPECIFICATION

### Essential Criteria:

- Willingness to work as part of a team
- Passion for working in the Catering industry
- Initiative and self-motivation
- Reasonable physical fitness

### Desirable Criteria:

- Food service experience
- Hospitality / events experience
- Awareness of Safeguarding requirements
- Understanding of COSHH and Health and Safety

## HOW TO APPLY

To apply for this role please complete the Bloxham School support staff application form. Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. Therefore, an early application is strongly advised.

For further information please visit the Bloxham School website. If you have any queries, please contact the HR Department on 01295 724379 or at [recruitment@bloxhamschool.com](mailto:recruitment@bloxhamschool.com).

We look forward to receiving your application.

## SAFEGUARDING

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.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application.

The safeguarding responsibilities of the post include:

The post holder's responsibility will include promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/ he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Safeguarding Lead. The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self- declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.