



BLOXHAM SCHOOL VACANCY INFORMATION FOR:

# ASSISTANT CATERING & HOSPITALITY MANAGER

*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 560 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.*



## THE VACANCY

The ideal candidate should have a flair for front of house delivery, with a keen eye for detail and an ability to communicate with a wide range of people (pupils, parents, staff, guests etc)

You will be working with the Catering team to achieve operational goals and standards, to work in collaboration with the Catering Manager to deliver a high-quality service.

You will also be responsible for overseeing the smooth running of the Catering department in the absence of the Catering Manager or Senior Chefs.

## JOB DESCRIPTION

- To work with the catering manager in the cohesive provision of catering and hospitality services for the School
- Joint responsibility for the management of staff within the catering department and any of the function rooms
- To represent the catering manager when necessary and to attend meetings in their absence
- To implement random Hygiene, Health and Safety spot checks in all areas of the catering department and to report to the catering manager any action that may be required
- To ensure that all working practices conform to the standards set by the catering manager and adhere to legislation
- To process invoice data and complete related paperwork
- To complete the costing comparison and update suppliers sheets
- To assist with the maintenance of all staff records including training, annual leave and sickness
- To be involved with the recruitment, selection, induction and initial training of new staff

- To oversee functions held either in the evening or weekend as required, and to secure the department and occasionally the building
- To complete function costings for the catering manager as required.
- To assist with stock taking for both foods and liquor
- To be on duty / on call when necessary should any problems arise within the department and to deal with as necessary in the catering managers absence
- To supervise and assist the general assistants in the daily work routine
- Supervising a team to ensure the successful delivery of internal and external events
- Liaising with clients and maintaining excellent relationships
- Identifying and developing opportunities for improvements in customer/client satisfaction and revenue
- Implementing Health & Safety, COSHH training.

## KEY INFORMATION

**Start Date:** ASAP

**Accountable to:** Catering Manager

**Working Hours:** 37.5 hours per week.  
11:30am to 7:30pm Tuesday to Saturday, some Sundays. Flexibility required if functions are being held

**Salary:** £27,000 - £30,000 Dependent on experience



## PERSON SPECIFICATION

### Essential:

- Proven experience as a Hospitality and Functions Manager
- Has a passion for delivering excellent customer service.
- Hands on experience in customer service or sales
- Solid understanding of hospitality procedures and best practices
- Outstanding communications (verbal and written) and interpersonal skills
- Able to work on own initiative
- Problem solving aptitude
- Well organized and thorough in your approach to work
- Have an enthusiastic, flexible approach and the ability to work as part of a team in a busy and demanding environment
- IT literate and confident using Microsoft Word, Excel and Outlook
- Knowledge of HACCP and COSHH and Food Legislation.

### Desirable:

- A professional hospitality management qualification e.g. Bsc/BA Hospitality Management
- Qualified to the minimum of intermediate Food Hygiene Certificate
- Previous experience of working in a school or similar environment.

## 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



## 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.