

About the role

We are looking to appoint a motivated, energetic and enthusiastic Catering Assistant to work in the heart of the school catering function. The successful candidate will have gained kitchen experience in an organisation which is busy and fast paced. You will be required to assist the Chef Manager and Head Chef producing approximately 600 high quality meals every day, prepared from scratch. The Catering team takes immense pride in their food preparation and the delivery of meals to students and staff daily during term time, with additional catering / hospitality to support the wide range of events organised by the School during the school day, in the evening and for sports events at the weekend.

The successful applicant will be a hardworking team player, seeking to join a busy and vibrant department. You must have previous catering experience and have worked within a dedicated and highly motivated catering team.

This is a term time position Monday to Friday 9.00am to 3.00pm. Halliford School offers a highly competitive pay scale and a non-contributory support staff pension scheme.

Lines of Responsibility

The Catering Assistant is responsible to the Chef Manager.

Main Duties

- Preparation of all school meals. This will include washing, peeling, chopping, cutting, and cooking. The position will also help to prepare salads, desserts and staff lunches.
- Assisting with the tuck shop every morning for 15 minutes. This may include serving students or using the school till / finger biometrics system for purchases.
- Assisting with the serving of lunch to both students and staff daily.
- Ensuring the food preparation areas are clean and hygienic.
- Washing utensils and dishes and making sure they are stored appropriately.
- Sorting, organising, storing and distributing ingredients for the Chef Manager.
- Unloading deliveries from suppliers and working alongside the other Catering Assistants.
- At the end of the lunchtime session, cleaning the food preparation, serving equipment and kitchen appliances, clearing and cleaning dining room tables, sweeping and mopping floors. This will include emptying bins and cleaning windows.
- Assist with general dining room duties i.e., laying tables, clearing tables.
- Reporting any fault or defect with kitchen equipment and/or unsafe practices to the Chef Manager.
- Maintain compliance with School Hygiene, Health and Safety standards at all times.

Other

- Support the Chef Manager at other events and functions, the majority of which will be outside of the normal working hours i.e. evenings and weekends. An example of the events are Marketing Days, Taster Days, PTA Evenings and the Summer Concert.

Health & Safety

- Report all accidents in accordance with school procedures.
- Ensure compliance with all catering aspects of health and safety legislation.
- Complete all allocated training courses within the required timeframe.
- Wear appropriate clothes and footwear (this will be provided) at all times.
- Ensure appropriate control of substances hazardous to health.
- Ensure that preparation and delivery of all food is in accordance with known allergy conditions within the school community.
- Carry out cleaning according to the schedule provided by Chef Manager.

Personal Specification:

Qualifications and Experience (can be provided during probation)

- Food Safety Hygiene Level 2.
- HACCP Training Level 2.
- Working in a busy catering environment where a high volume of meals are prepared daily.
- Experience of food preparation and serving.
- Experience working a till.

Attributes

- Ability to work under pressure, prioritise tasks and communicate effectively at all levels.
- An excellent team player but also the ability to use your own initiative.
- Flexibility in approach to people and working arrangements.
- To be thorough and pay attention to detail.
- Well presented at all times.
- High standards of customer service.
- Enthusiastic and willing to go above and beyond.

Safeguarding

- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- To adhere to school policy on safeguarding and updating training as required.

Additional Information

Non-contractual benefits to Staff Pension

Membership of the Support Staff 16% non-contributory pension upon completion of a successful probationary period.

School Fee Reduction

Children of staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality tea and coffee are also available daily from the Sixth Form Café.

Sports Facilities

Members of staff are permitted to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for school journeys during working hours. The insurance will be under the school's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk.
- Personal accident insurance through the school insurers.
- 24 hour counselling helpline service.
- Enhanced sickness.
- Staff socials.
- Opportunities to join worldwide educational trips.
- Occupational Health Service.

Process of Application

Along with this pack you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Zoe Fazackerley, who will be delighted to assist you.

Telephone: 01932 234920

E-mail: hr@hallifordschool.co.uk

Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR and Recruitment Officer to arrive no later than 4th July 2025. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

On the day of interviews, all applicants will be asked to provide proof of identity and address along with any original certificates pertaining to their qualifications. Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced 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 from the Headmaster's PA. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required to be completed by the successful candidate.