



Clifton High School

CANDIDATE INFORMATION

CATERING ASSISTANT



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BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully



JOB DESCRIPTION

Job Title: Catering Assistant

Department: Business Support

Reports to: Executive Chef

GENERAL QUALITIES

The postholder will be required to work as part of a team to contribute to the preparation, cooking and delivery of meals. The main duties of the role include food preparation and presentation, serving of food, clearing, cleaning and washing up. The postholder will be required to provide a professional service and food provision and standards of customer care must be of high quality. An awareness of hygiene standards is required

SAFEGUARDING

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.

TERMS AND CONDITIONS SPECIFIC TO THE ROLE

Hours and times of work may vary from time to time in accordance with the number of covers to be prepared and served and to meet the needs of the School. Predominantly a term-time role, additional days/hours will be required at the start and end of each term, outside of term time, there are an additional 8 days to be worked.

There is a pension scheme for all Business Support and the School complies with the provisions of pension regulations pertaining to auto-enrolment.



MAIN RESPONSIBILITIES

General kitchen duties to include:

Daily service:

- Check deliveries and report any issues
- Ensure all stock is stored appropriately and used in rotation
- Store food in accordance with hygiene standards
- Assist in preparing food for functions and events
- Prepare and cook food to comply with the menu and in accordance with food hygiene standards
- Maintain high standards of presentation of food including replenishing counters to keep them looking attractive
- Serve food to pupils, staff and visitors in a friendly and professional manner
- Wash up kitchen equipment and tableware
- Assist in pot-wash duties
- Set out and put away dining furniture
- Clean dining area and kitchen premises and kitchen equipment
- Clean outside kitchen area, including drains and dustbin area

General:

- Comply with the Kitchen Code
- Work in a methodical and efficient manner with minimal direction
- Suggest new recipes and show a genuine enthusiasm and interest for food, the variety, the methods of cookery with a willingness to experiment and develop new dishes
- Report any unsafe practices or broken machinery/equipment.
- Follow COSHH procedures
- Participate in basic food hygiene training and health and safety training as required
- Record keeping - ensure that necessary checks are made and recorded in accordance with our Food Hygiene Policy
- Be prepared to work at any other unit outside of the core hours where cover is required e.g. school events
- Undertake any other relevant duties required for the efficient running of the unit or the requirements of special catering

Communications:

The postholder will be required to act in a professional manner at all times, establishing good working relationships with colleagues. The position also requires good communication skills when working with staff, pupils, parents and visitors to the School

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

PERSON SPECIFICATION

Skills and Abilities	<ul style="list-style-type: none">• Good levels of literacy and numeracy• Proven experience of food preparation and presentational skills• Ability to follow procedures (e.g. COSHH)
Experience	<ul style="list-style-type: none">• Proven professional experience in catering and working in a busy kitchen environment• Proven experience of setting up a dining room and surrounding area in terms of cleanliness and presentation
Qualifications	<p>Essential</p> <ul style="list-style-type: none">• Qualified to a minimum of NVQ level 1 or equivalent qualification or able to demonstrate equivalent knowledge or experience <p>Desirable</p> <ul style="list-style-type: none">• Food hygiene and safety certificates• Evidence of Health and Safety training• Manual handling training
Personal Qualities and Competencies	<ul style="list-style-type: none">• Have a genuine interest in food and cooking• Commitment to great customer service practices• Understanding of the importance of food and nutrition for children and young people• Patience and attention to detail
Attitudes and Outlook	<ul style="list-style-type: none">• Punctuality, the ability to work under pressure and a capacity for hard work• Appreciates the needs of the whole school• Positive and proactive approach to change and a commitment to continuous improvement• Friendly, approachable, team player is essential



CLIFTON HIGH AS A BUSINESS

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. Our parents are our customers and are making big financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our parents very much value this; indeed, it is an important reason why they choose us. Competition to attract pupils is high and as such we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School and embrace and reinforce our ethos and values.



Being a Clifton High Employee

Working at Clifton High School involves a commitment to the vision, culture and heart of the School; all staff work with colleagues to ensure that the School fulfils its aims.

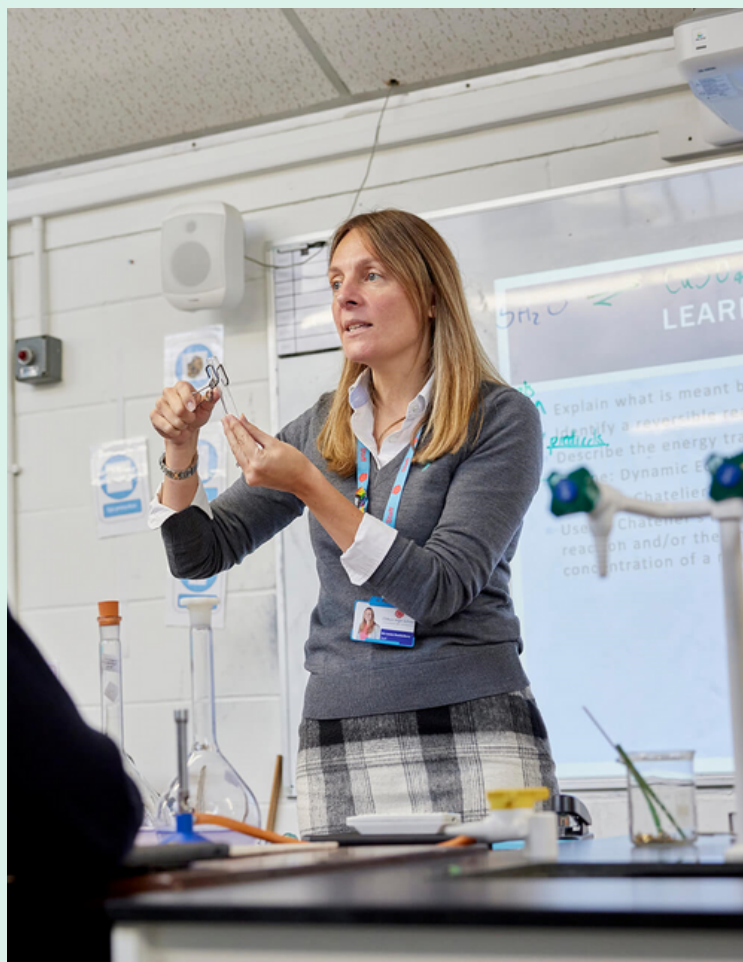
Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make a significant contribution beyond it. All staff enrich and strengthen the wider life of the school by undertaking duties and offering and supporting activities or clubs. As role models for our young people, you are encouraged to show planned and focused career development.

Whilst focusing priority on excellence in the teaching and learning of our young people, as well as their personal development; staff are also encouraged to learn new skills and advance their own professional growth. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge .

We very much want every individual, whether part of teaching, support, business administration or otherwise, to feel that they belong to our community and share our common goal with the health, safety, well-being and education of our young people at its core. Realising Individual Brilliance is not just for the pupils, but for everyone at Clifton High.

What do we have to offer you?

- Committed and supportive staff
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos and school values that our children and team carry for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We want to encourage a natural and joyful interest in our pupils that inspires playful exploration and discovery in the world around them



LOVE

We want children to understand and appreciate the importance of showing love and respect; not only to fellow humans, but to the world around us.



EMPATHY

We place huge importance on our ability as humans to put ourselves in other people's shoes and show compassion towards them.



DIRECTION

We believe in guiding and supporting individuals to discover their own unique brilliance and helping them find the right path to fulfil their potential.



OUR STRATEGIC AIMS

At Clifton High School, our aims are based around six key areas:

- Raising Expectations and Academic Outcomes
- Mental and Physical Wellbeing
- Technology for Learning and Communicating
- The Business of Education
- Learning and Teaching
- Our Environment



Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH**