



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 future-focused with traditional values. Located in the heart of the beautiful and picturesque Clifton Village in Bristol, we are a mid-sized, all-through, independent school, educating boys and girls aged 3-18 years.

‘Realising Individual Brilliance’ is more than a tagline at Clifton High School; it is an aspect of education we truly believe in and see exemplified every day. Each child's unique talents and qualities are nurtured and celebrated in ways bespoke to them as an individual.

Clifton High School is renowned for its strong pastoral and family ethos. The safety and well-being of each pupil is our priority, ensuring emotional and personal development is given the same level of importance as academic achievement.

Our community rapport, teacher encouragement and continuous support create an atmosphere where children and young people develop happily and progress successfully. Parents often comment on the excellent relationships between staff and pupils as “relaxed yet always respectful”.



JOB DESCRIPTION

Job Title: Catering Assistant

Department: Catering Staff

Reports to: Executive Chef

PRIMARY PURPOSE OF THE ROLE

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

Clifton High School staff is committed to safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School when in their charge and care. The post-holder 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

This role is predominantly a term-time role, additional days/hours will be required at the start and end of each term, outside of termtime, there are an additional 8 days to be worked.

The hours for this role is Monday to Friday 10.30am-2.30pm (20 hours per week)

There is a pension scheme for all Business Support Staff, and a School fee remission scheme is available. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.



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.



MAIN RESPONSIBILITIES CONTINUED

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	• Good levels of literacy and numeracy • Proven experience of food preparation and presentation skills • Ability to follow procedures (e.g. COSHH)
Experience	• 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	Essential • Qualified to a minimum of NVQ level 1 or equivalent qualification or able to demonstrate equivalent knowledge or experience Desirable • Food hygiene and safety certificates • Evidence of Health and Safety training • Manual handling training
Personal Qualities and Competencies	• 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



CLIFTON HIGH SCHOOL AS A BUSINESS

Just like other independent schools, Clifton High School is a business.

Our product is a high-quality, desirable education. To ensure we continue to provide the education and experience we are so passionate about, our business must be successful. This is largely down to fees; securing future pupils, retaining families, as well as maintaining and building upon the reputation we uphold.

Our parents are our customers, each making large 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 Bristol population, the demand for an independent education is strong and highly competitive. To illustrate this, there are more independent schools within the city and its outskirts than anywhere else in the country, other than North London.

Clifton High School has learnt never to be complacent but to strive to keep competitive and ahead of the game. Our unique offering, together with co-curricular activities and personal and social development, is emphasised alongside academic excellence. 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, embracing and reinforcing our ethos and values.



BEING A CLIFTON HIGH SCHOOL EMPLOYEE

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

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

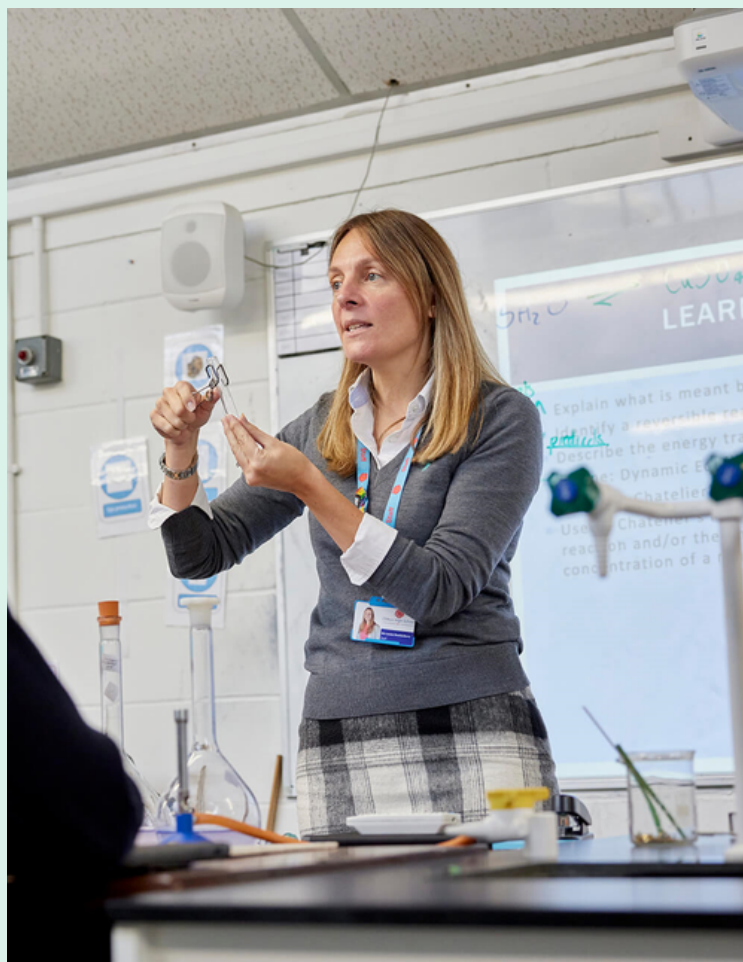
Focusing priority on excellence in the teaching and learning of our young people, as well as their personal development, staff are also encouraged to learn new skills and advance their own professional growth. Whilst Clifton High School encourages its young people to acquire skills, its staff must also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

We very much hope every individual, whether part of teaching, support, business administration or otherwise, to feel they belong to our Clifton High School community, sharing our common goal of 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 School.

What do we have to offer you?

- A committed and supportive staff community
- 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 with School values that our children and staff members carry with them 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 educate our young people to be informed, inquisitive individuals with the ability and knowledge to use the art of questioning to explore the development of new, independent ideas. This, in turn, instils in them confidence and a lifelong love of learning.



EMPATHY

Relationships are enhanced when the value of love, for oneself and others, is achieved. This is something we encourage in all pupils, alongside a love of the planet we live on, the natural world around us and a passion for preserving it.



EMPATHY

The consideration of alternative perspectives is something we encourage in our pupils. It enables them to go out in the world with a desire to make positive change, through kindness, respect and understanding.



DIRECTION

We constantly support pupils to strive for ambition through a commitment and dedication to achieve personal goals that provide individual and personal direction, give purpose and drive motivation.

OUR STRATEGIC AIMS

At Clifton High School our strategy identifies six key areas that form the basis of our future:

- Pastoral Heart
- One School, One Team
- Beyond Academic Excellence
- Strong Community
- Secure and Successful
- An Environment to Thrive





Clifton High School

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