IPSWICH SCHOOL

APPOINTMENT OF CASUAL CATERING ASSISTANT

THE SCHOOL

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. It was established prior to 1399, although it moved to its present site in 1852. It has over 1000 pupils aged between 3 and 19 and is fully co-educational. The School operates a 5 day week, with representative sports played during the week and on Saturdays.

This post is based in the Main School Kitchen on Henley Road.

RESPONSIBLE TO

The Catering Manager.

PURPOSE OF JOB

You will assist with a variety of duties within our busy Catering Department, covering for absent colleagues or providing extra help at busy times, following daily routines and our cleaning schedule. It would also be helpful if you are able to assist with occasional evening functions.

PRINCIPAL DUTIES

- Help lay up the Dining Room for lunch service as and when required.
- Help prepare the Dishwasher Room ready for operation.
- Check that all cutlery and crockery is clean before returning to the servery for use.
- Be polite and helpful to customers at all times.
- Adhere to the C.O.S.H.H. regulations when using chemicals, always use protective wear.
- Report any damaged or broken equipment to the Catering Manager or Deputy Catering Manager.
- Work in a safe manner that does not endanger other employees (i.e. mop up spillages immediately)
- Ensure after service that the daily cleaning schedule is carried out, and that the work areas are left clean and tidy with surfaces sanitised, and all rubbish removed.

HYGIENE, HEALTH AND SAFETY

- Wear uniform issued as appropriate, and as directed by the Catering Manager. Jewellery should not be worn.
- Adhere to responsibilities under the School's Health, Safety & Welfare Policy.
- Only use chemicals that are in the correct bottles, and ensure they are used correctly.

OTHER DUTIES

- Attend basic hygiene and safeguarding children training as required.

This list is not exhaustive and duties may be changed or added to as determined from time to time.
PERSON SPECIFICATION

You should have the following attributes:

- good inter-personal and team working skills
- reliability and punctuality
- flexibility to provide cover at short notice

HOURS OF WORK, PAY AND BENEFITS

- This is a casual position and the hours of work will be as required to cover absent colleagues during Ipswich School term time.
- Cleaning work in the Catering Department may be required in the days prior to the beginning of each term and after the end of each term. The ability to cover evening functions during term time may also be required.
- The hourly rate of pay for the post is the National Living Wage, currently £7.83 per hour, plus 12.07% for holiday pay in accordance with the Working Time Regulations.
- Holiday pay is calculated periodically, based on the number of hours worked, and is paid at appropriate intervals throughout the year.
- Authorised time sheets should be submitted at regular intervals and payment is made monthly in arrears by BACS on the last working day of the month.
- Staff are able to use the School’s swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- After 3 months’ service and/or in line with workplace pension legislation, the post holder will be entitled to join a defined contribution pension scheme if he/she wishes.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.

- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School’s Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety of welfare of children in the School she/he must report any concerns to the School’s Safeguarding Children Officer (the Senior Deputy Head [Pastoral] for Senior School pupils, the Prep Head for Prep pupils).

- Ipswich School's employees are expected to attend training in safeguarding children as directed.

- Ipswich School operates a No Smoking Policy. Strict observance of this Policy is a condition of employment at the School as is compliance with the statutory restriction on smoking in public places.

Sept 2018