



## **RICHARD PATE SCHOOL**

### **CATERING ASSISTANT – INFORMATION PACK**

<b>Title:</b>	Catering Assistant
<b>Reports to:</b>	Catering Manager & Assistant Catering Manager
<b>Employment:</b>	Part-time, term time only
<b>Hours:</b>	55 hours over a two week cycle: alternating between 25 hours per week (9-2) and 30 hours per week (9-3)
<b>Salary:</b>	Annual Salary of £13,001- includes paid holiday and bank holidays and a half-pay retainer for days not required to work over and above paid holidays. (NB Pay award pending).
<b>Annual Leave:</b>	28 days rising to 33 days after 5 years plus Bank Holidays – to be taken during School Holidays and factored into annual salary.
<b>Start Date:</b>	16 January 2023

### **JOB DESCRIPTION**

#### **Scope and Purpose**

- As a member of our friendly in-house catering team, to help deliver freshly-prepared and nutritionally-balanced lunches to over 300 pupils and staff each day.
- To be committed to the aims and objectives of the School, and to the safeguarding and wellbeing of the School's pupils and staff.

#### **Responsibilities**

- Your main responsibility will be to lead on the preparation of desserts.
- You will also help with all of the other tasks involved in the efficient running of a busy School kitchen including:
  - Serving food to children, staff and visitors
  - Clearing away, washing up, sweeping floors, sanitising surfaces

## **PERSON SPECIFICATION**

### **Education, Qualifications and Training:**

- Level 2 in Food Safety would be an advantage, but is not essential as health and safety and allergens training will be provided.

### **Experience, Aptitudes and Skills:**

We are looking for someone who:

- Possesses confident cooking and baking skills - developed either at home or in a catering environment.
- Is capable of following a recipe, and would enjoy contributing recipe ideas.
- Is comfortable working on their own, and is also happy to 'muck in' with other members of the kitchen team to complete necessary tasks.
- Is cheerful, friendly and has a 'can do' attitude and professional approach to work.
- Is willing to keep up to date in matters of food hygiene and health and safety.
- Is able to communicate well with children and staff members.

## **SAFEGUARDING AND PROBATION**

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children. The School's Safeguarding Policy is available on our website: [www.richardpate.co.uk](http://www.richardpate.co.uk).

The successful applicant's appointment will be subject to successful completion of a 3 month probation period.

## **FURTHER INFORMATION**

Up to date information including policies may be found on the School's website, [www.richardpate.co.uk](http://www.richardpate.co.uk).

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

## **HOW TO APPLY**

To apply, please download an application form from our website, or call the Bursary on 01242 522052 to request an application form.

Please post completed application forms to the following address:-

Mrs Lucy Cox - Bursar  
The Richard Pate School Bursary  
Southern Road  
Cheltenham, GL53 9RP

Alternatively, e-mail to: [bursar@richardpate.co.uk](mailto:bursar@richardpate.co.uk)

**Applications must be received by 5pm on Monday 5 December 2023.**

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

*Pate's Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. And is an equal opportunities employer. In accordance with the DfE's Keeping Children Safe in Education 2022 references will be sought on all short-listed candidates prior to interview.*