

JOB DESCRIPTION

GENERAL ASSISTANT (FIXED-TERM)

PATTERDALE HALL

MAIN PURPOSE OF JOB:

A multi-functional role working in three main areas of Patterdale Hall; Catering, Housekeeping and Night watch. At times will also assist with general maintenance.

MAIN DUTIES:

Kitchen Assistant

- To assist in the preparation of meals.
- At times take responsibility for the cooking and delivery of meals.
- Washing of dishes, pots and pans etc.
- To organise and manage guests in the Wash up Room.
- To help with the cleaning of Kitchen and Dining Room.

Housekeeping

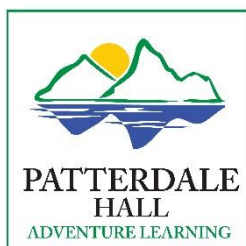
- To clean all areas of the Centre to the high standard expected as directed by the Senior General Assistant. This will include common areas, bedrooms, toilets and showers etc.
- To make up beds, wash linen etc., in the laundry.
- To assist in the ordering of cleaning materials under the instruction of the Senior General Assistant.
- Be aware of COSHH regulations required for the cleaning products being used.

Night Watch

- To work between the hours of 5.00 p.m. – 11.00 p.m. and be on call through the night until 8.00 a.m. the following morning.
- To be the Centre representative to the group in residence.
- To contact a senior member of staff in any emergency or when a group problem arises.
- To answer the telephone and record all messages.
- To provide the group with supper and organise the clearing up of supper dishes etc.
- To stock vending machines.
- To close and lock up the Centre at 11.00 p.m.

General

- Attend relevant training courses internally or externally to update skills and for the benefit of both parties.
- To assist with general maintenance of the Centre, when required.
- It is expected that anyone employed as a General Assistant will take a full and active part in all aspects of Centre life. This should include an interest in the groups in residence and a willingness to get involved with them where appropriate.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post. This may involve organising games, etc. for the group in residence.



PERSON SPECIFICATION

GENERAL ASSISTANT (FIXED-TERM)

PATTERDALE HALL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Food Hygiene Certificate	D	Application Form, Interview
First Aid Qualification	D	Application Form, Interview
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Previous experience in food preparation	D	Application Form, Interview, Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Polite and able to communicate at all levels	E	Interview & Reference
Methodical and organised approach to work	E	Interview & Reference
Able to work within a team	E	Interview & Reference
Enthusiastic, conscientious and hardworking	E	Interview & Reference
Understanding of customer service	E	Interview & Reference
Willingness to reside at work	E	Interview & Reference
Willingness to work flexibly	E	Interview & Reference
Caring and kind especially in relation to children	E	Interview & Reference



TERMS AND CONDITIONS

GENERAL ASSISTANT (FIXED-TERM)

PATTERDALE HALL

SALARY

The salary is between £15,064.92 per annum, based on National Living Wage and £17,007 per annum, based on point 11 on the Bolton School Support Staff Pay scale. Pro-rata for the period of the employment.

HOURS OF WORK

On average 37 hours per week, between Monday and Sunday, for the period of the fixed-term.

HOLIDAY

28 days annual holiday. Pro-rata for the period of the fixed-term.

LIVE-IN ARRANGEMENTS

Upon choosing to reside at Patterdale Hall, a deduction of £7.00 per day will be made from the salary payment at the end of every month.

LINE MANAGEMENT

Residential Manager

PENSION

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 9%. If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 3% of "qualifying earnings" and the School will contribute 2%. Further details are available upon appointment.

OTHER BENEFITS

- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- The opportunity to take part in the Childcare Voucher Scheme will be available.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.