Bristol Grammar School

Job Description

Catering Assistant

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR
Registered Charity Number: 1104425

Information for Applicants

Applications are invited for the part-time post of Catering Assistant at Bristol Grammar School to start from September 2017.

Bristol Grammar School is an independent co-educational day school. The Headmaster is a member of the Headmasters' and Headmistresses' Conference.

The School is a large and friendly community. There are nearly 1000 girls and boys in the Senior School (11-18) and about 350 in the Junior and Infant Schools (4-11). There is a flourishing Sixth Form of 300 students. Most students who join at aged 11 come from primary and preparatory schools within and around Bristol, about two fifths of the annual intake coming from our own Junior School. Around 40 students join at aged 16 and these come from a wide range of state and independent schools within a 20-mile radius.

The School has approximately 260 employees being a mix of teaching and support staff.

''…excellence in all it does within and beyond the classroom…" is perhaps the clearest summary of Bristol Grammar School's last inspection. The School was inspected in October 2015 by a team of ISI Inspectors. The Inspectors confirmed that BGS is the very special school which students, parents, staff, Old Bristolians and Governors believe it to be. "Wall-to-Wall Excellence" is how one of the Inspectors summed up BGS and the report indicates that BGS possesses the professional capacity for continuous, on-going improvement. Inspectors graded BGS as 'Excellent' in all aspects of provision at all ages. Nonetheless staff at BGS believe that whilst many things are done well there are always opportunities to improve the school's provision and that culture of self-evaluation and striving for improvement continues. The inspection report is available on the School's website.

At BGS our ambition is to be exceptional in every facet of our provision. To that end every academic department focuses on providing an exceptional learning experience for every student and all staff seek to facilitate that learning.

The School bases its provision on the National Curriculum and aims to go well beyond it. Setting is used in some subjects. There is no streaming. In Year 7 all students follow a curriculum which includes English, Mathematics, Science, French, Spanish, History, Geography, Technology, I.T, Latin, Religious Studies, Art, Music, and Physical Education. In Year 8 students follow the same curriculum but may choose to study one of Russian or German in place of French or Spanish; they also follow courses in separate sciences. In Year 9 students choose a personalised curriculum in addition to the core subjects of English, Mathematics, Biology, Chemistry, Physics and are offered a very wide selection of curriculum subjects which they may choose to continue to GCSE. These subjects include Greek, Business Studies, Computing, Physical Education (Sports Studies), Dance, Food and Nutrition and Theatre Studies; at the end of Year 11 all students take some 11 GCSEs drawn from the core subjects of English, Mathematics, Biology, Chemistry, Physics, a Modern Foreign Language and a Humanity subject, together with a selection of other subjects, chosen from a carefully balanced range of options. The Sixth Form provides a flexible range of AS/A2 options chosen from English Literature, English Language, Mathematics, Chemistry, Biology, Physics, Modern Languages, Latin, Greek, Classical Civilisation, History, Geography, Economics, Business Studies, Computer Studies, Art, Music, R.S., Technology, Dance, Sports Studies, Psychology and Theatre Studies. Many departments are embarking on new 'A' level specifications as part of the revised 'A' level programme, with all subjects scheduled to move to this 'linear' style examination from September 2017. In addition all students are required to follow a course of wider activities, and attend a richly diverse programme of weekly lectures by visiting speakers. Students from the Sixth Form proceed to a wide range of faculties at leading universities in the United Kingdom, including a good number to Oxford and Cambridge, and increasing interest in universities in the United States and Europe.

All teachers are issued with a laptop and an iPad to aid their teaching. By September 2016 it is expected that the roll-out of iPads to all students in Years 4 to 13 will be complete. (Currently Years 7, 11 and 13 do not have them.) Learning is supported by an effective Intranet that students and staff use from home and in school.

The School has a Scholarship scheme and also a Bursary Scheme which is able to offer financial assistance towards the fees of able students whose parents have limited means. The schemes are kept under regular review by the

Governors and we are looking all the time for ways to extend them. The School enjoys a local and national reputation for its academic achievements and the demand for places is strongly competitive from girls and boys.

Games and co-curricular activities flourish and are an integral part of education at BGS. Major dramatic and musical events are put on regularly and the vigorous House system provides valuable extra opportunities for an enormous range of sporting, social and cultural activities, as well as for individual pastoral support. Pastoral care is also supported by a team of sixth form Peer Mentors, a School Counsellor and a School Nurse. Regular exchanges are arranged with France, Germany and Russia. Visits abroad of all kinds are arranged every year.

Safeguarding is taken very seriously and all staff and students receive regular reminders and training.

The School benefits from some fine Victorian buildings adjacent to the University of Bristol in the heart of the city. In recent years an extensive development plan has included the opening of an Infant School, refurbishment of the Sixth Form Centre, partly refurbished science laboratories, extension of the art school facilities and new food and nutrition facilities. Other major developments in previous years have included a large sports hall, a purpose-built technology centre, AstroTurf pitches and a large sports pavilion. This year a new Performing Arts Centre is being built and the facilities for Drama, Dance, Music, History and Philosophy & Religion are thereby being redeveloped. All departments have their own designated teaching and office areas.

The city is a congenial place in which to live, with first class cultural, social and shopping amenities. The rail and motorway networks provide quick and easy access to all parts of the country and near to hand are the delightful coastlines and countryside of Wales and the South West.

Our Mission and Aims

Mission of the School

Life-changing learning, friendships, and adventure

We aim high at Bristol Grammar School and are proud to do so; inspiring a love of learning, fostering intellectual independence and promoting self-confidence and a sense of adventure amongst our young. We set our sights on academic excellence and involve our students in progressive, responsible and engaging debate in everything we do.

Our purpose is to provide an exceptional education for all our students, developing in them a spirit of enquiry and independence of thought through high-quality teaching, warm pastoral care and broad-ranging intellectual, physical and cultural opportunities. We wish to encourage a mature sense of responsibility from an early age, forming well-rounded young people who are able to use their talents and leadership potential in the service of others, here and in their future lives.

Above all, we are committed to supporting our students so that every one of them may achieve their goals and leave BGS as confident, compassionate and ambitious young adults.

Aims of the School

For every student to:

- achieve their full academic potential through a rich, stimulating and progressive learning experience
- be prepared and motivated to contribute positively and compassionately to the world through the cultivation of our School spirit
- flourish culturally, intellectually, morally, physically and spiritually in a happy and nurturing environment through a wide range of far-reaching opportunities.

Job Role Specification

Post: Catering Assistant
Line Manager: Catering Manager

Purpose of the job

- To assist with the washing up during and after lunch service
- To keep the kitchen and restaurant areas in a clean and tidy state at all times
- To provide a friendly, efficient and hygienic service to all customers

Duties and Responsibilities

- Washing up duties as required
- To ensure the dishwasher is used efficiently and effectively with the team at all times
- To carry out cleaning of the kitchen, service areas and restaurant in accordance with the cleaning schedule
- To ensure the food storage areas under your control are maintained in a clean and tidy condition, in accordance with School's Hygiene, Health and Safety policies and procedures
- To report any faults to the Head Chef or Catering Manager
- To co-operate with all catering staff and undertake such duties in the kitchen/service areas as required to ensure an efficient and effective service is delivered at all times
- To attend training sessions when required
- To project a willing and helpful attitude to customers, to seek the appropriate knowledge of food items sold throughout the catering areas, and to keep areas and service counters clean and fully stocked
- To be customer focused and provide an excellent standard of customer service at all times

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Catering Assistant will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable

Previous experience of working in a customer service environment	L	I	D
Level 1 Foundation Certificate in Food Hygiene	L		D
Numerate; counting of cash may be required	L	I	E
Able to communicate in basic written and spoken English	L	I	E
Able to follow instructions	L		E
Manual dexterity for quick, skillful handwork	L		E
Able to remember prices, simple mental arithmetic and give change	L		E
Able to keep limited written records on standard forms	L		E
Friendly and pleasant personality		I	E
Smart, clean and hygienic appearance		I	E
Steady and dependable	L	I	E
Willing and helpful	L	I	E
Trustworthy	L	I	E

Working hours and conditions

20 hours per week, 12.00pm –4.00pm Monday to Friday term-time for 36 weeks a year which will be school terms plus the remainder during the school holidays.

Salary	The salary will be determined by the BGS Catering scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff in to the Pension Trust "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time.

How to apply

Application forms, to which may be added a personal *curriculum vitae* if desired, should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, bgshr@bgs.bristol.sch.uk

The closing date for applications is Monday, 21 August 2017, at 9am.

Interviews will be held shortly after the closing date.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.