



## **JOB DESCRIPTION**

### **GENERAL ASSISTANT**

#### **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 the Kitchen and Dining Room.

##### **Housekeeping**

- To clean all areas of the Centre to the high standard expected as directed by the Patterdale Hall Housekeeper. This will include common areas, bedrooms, toilets, 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 Patterdale Hall Housekeeper.
- Be aware of COSHH regulations required for the cleaning products being used.

##### **Night Watch**

- To work between the hours of 5.00pm – 11.00pm and on occasion be on call through the night until 8.00am 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 close and lock up the Centre during the Night Watch shift.

##### **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.



**PERSON SPECIFICATION**

**GENERAL ASSISTANT**

**PATTERDALE HALL**

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
Food Hygiene Certificate	D	Application Form, Interview
First Aid Qualification	D	Application Form, Interview
<b>KNOWLEDGE/EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Previous experience in food preparation	D	Application Form, Interview, Reference
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
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
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview & Reference



**TERMS AND CONDITIONS**

**GENERAL ASSISTANT**

**PATTERDALE HALL**

<b>SALARY</b>
<p>The salary is between the National Living Wage equating to £23,492 per annum and point 03 on the Bolton School Support Staff Salary Scale, which is £24,703 per annum. The salary is dependent on skills and experience.</p>
<b>HOURS OF WORK</b>
<p>On average 37 hours per week, between Monday and Sunday.</p>
<b>HOLIDAY</b>
<p>28 days annual holiday.</p>
<b>LIVE-IN ARRANGEMENTS</b>
<p>Upon choosing to reside at Patterdale Hall, a monthly deduction will be made from the salary payment at the end of each month. The actual amount is to be agreed with the Patterdale Hall Manager.</p>
<b>LINE MANAGEMENT</b>
<p>Residential Manager</p>
<b>PENSION</b>
<p>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 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>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 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
<b>OTHER BENEFITS</b>
<ul style="list-style-type: none"> <li>• Inspiring location</li> <li>• Food provided while working</li> <li>• Life Assurance cover up until the age of 65</li> <li>• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.</li> <li>• Training and development opportunities will be offered</li> <li>• Self-contained accommodation available</li> <li>• Great place to work!</li> </ul>

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

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.