



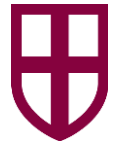
St George's

WEYBRIDGE

# Candidate Information Pack

DINING ROOM ASSISTANT

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

## Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

*"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"*

*Elif*

*"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".*

*Mauricio*

*"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"*

*Leila*





# The Role

<b>Job Title:</b>	<b>Dining Room Assistant</b>
<b>Line Manager:</b>	<b>Dining Room Supervisor</b>
<b>Responsible to:</b>	<b>The Bursar via the Head of Catering</b>
<b>Salary:</b>	<b>£4,745.62 per annum pro-rata inclusive of holiday pay (£25,168 FTE). Please note this will be reviewed in line with National Minimum Wage changes in April 2025.</b>
<b>Hours:</b>	<b>10 hours per week, 12:30 – 2:30pm, Monday to Friday, including INSET days and Open Mornings.</b>
<b>Contract:</b>	<b>Permanent, Term Time Only (35 weeks per year)</b>

## Summary of the role:

The duties of the Dining Room Assistant will be mainly based in the Dining Room throughout the busy lunch period. Duties will include directing students and staff to the correct seating area, restocking drinks and accompaniments as well as cleaning tables/seats after use.

The Dining Room Assistant will help in any way needed, scraping plates, washing up, putting away cutlery and crockery, general cleaning, serving on counters, sweeping and mopping floors.

## Main duties & responsibilities:

- To comply with regulations regarding Health, Safety and Hygiene in all catering areas.
- To provide service of food in a friendly and efficient manner and to the set standard.
- To ensure all service points, counters and displays are cleaned at the end of service.
- To undertake all relevant training as necessary in order to maintain and improve standards within the Catering Department.
- To actively undertake the cleaning of all catering equipment, fixtures, fittings and walls, using cleaning products as specified and at a time scheduled on the cleaning rota.
- To ensure that high standards of personal hygiene and grooming are adopted at all times.
- To give feedback to the Head of Catering regarding any customer comments received.
- To report any accidents or incidents immediately, and to complete official documentation as required.
- To assist in providing all catering requirements at the School.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.



# Person Specification

## Knowledge and Experience:

### Essential Criteria

- Experience of providing customer satisfaction with good communication skills.

### Desirable Criteria

- Previous experience of working in a catering environment.

## Skills and Abilities:

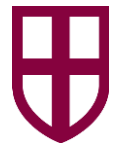
### Essential Criteria

- Working individually as well as part of the catering team.
- Ability to work to the highest standards of hygiene and Health and Safety requirements.
- Ability to be reliable and have a flexible approach to all aspects of the job.

## Personal Qualities:

### Essential Criteria

- Be able to work both alone using own initiative as well as efficiently as part of a supportive team.
- Cope with the demands of the role.



# Benefits (Non-Contractual)



## Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

## Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



## Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

## Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



## Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. Eligibility for Fee Remission ends once an application for a full-fee paying place has been made, unless employment has already commenced. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

## Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



## Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College



## Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



# Conditions of Employment

## Initial Period of Employment

Business Staff: One Full Term

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

## Notice Period

One week on either side during the Initial Period of Employment, thereafter, six weeks.

## Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

## Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

## Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

## Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

## Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

## Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

## No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



# How to Apply

To find out more about the post or the school, in the first instance please contact Tasha Cox, for a confidential discussion:

**Tel:** 01932 838300

**Email:** [ncox@stgeorgesweybridge.com](mailto:ncox@stgeorgesweybridge.com)

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to [humanresources@stgeorgesweybridge.com](mailto:humanresources@stgeorgesweybridge.com).

## Key dates

### Closing date for applications:

Wednesday 09 April 2025

### Interviews:

w/c 14 / 21 April 2025

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our “Georgian family” inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



