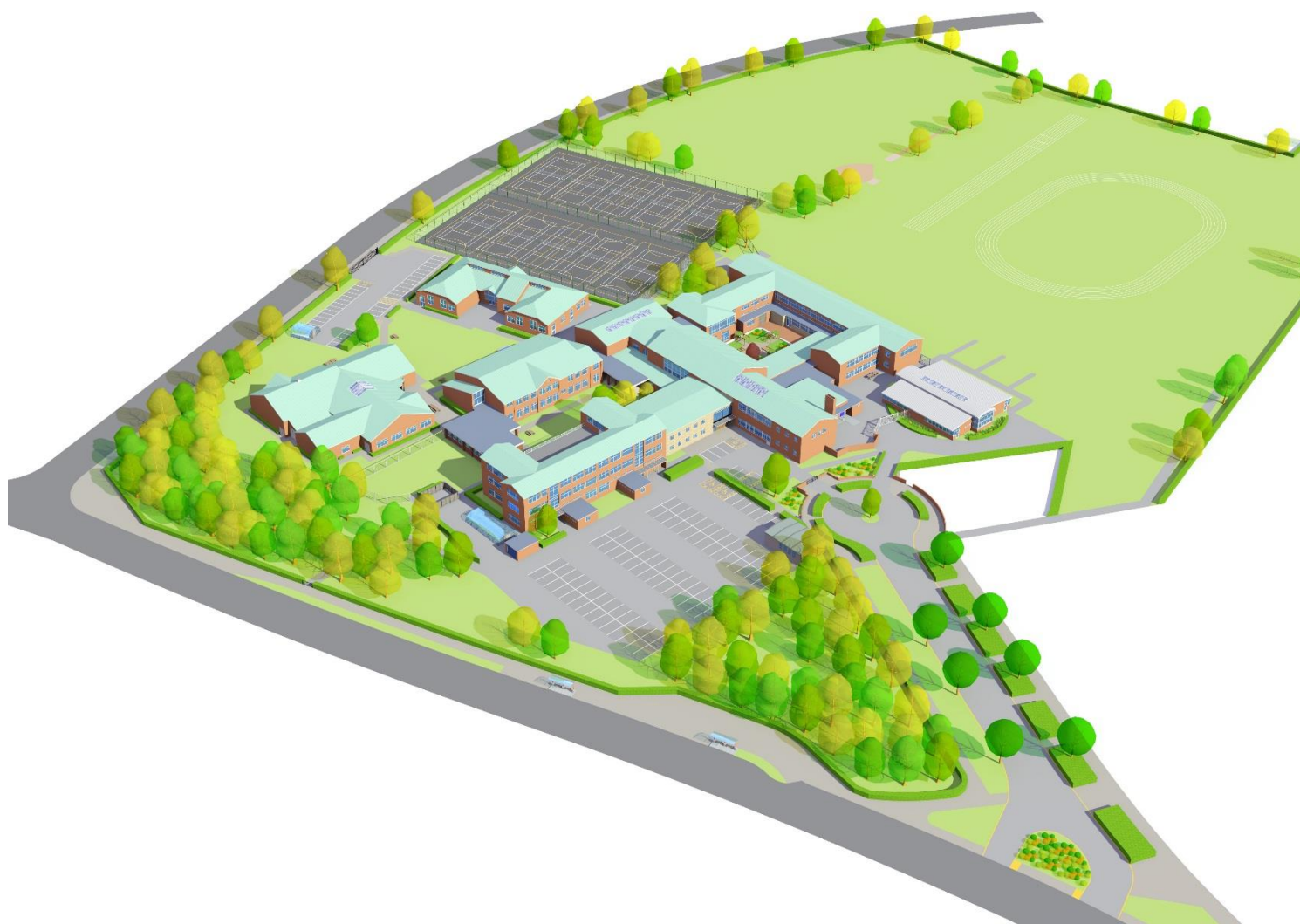




**BOURNEMOUTH SCHOOL
FOR GIRLS**

Catering Assistant

Bournemouth School for Girls





BOURNEMOUTH SCHOOL
FOR GIRLS

Dear applicant

Thank you for your interest in our role of Catering Assistant.

This is an opportunity for a suitably experienced and personable candidate to join our excellent catering team at a time of growth and development. Bournemouth School for Girls (BSG) runs an in-house service that has significantly grown over the past year. Grounded on values of quality, sustainability and value, students are able to access a strong provision including a traditional point of service, a street food vending “pod” and a 6 Form Café.

The successful post holder will join our team as we strive to offer a first class and innovative approach to school food provision. You will have a direct impact on the lives of many young people, be part of a close team and work in an organisation committed to a good work life balance. This is a term time only and part-time post, working 9am to 2pm each day in term time.

BSG is a girls’ 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG is a very special place in which to learn and with over 100 years of academic excellence we have a strong reputation both locally and nationally. Achievement is consistently high and BSG has maintained its position as one of the top state girls’ schools in the country for both progress and achievement. A key aim is to be a great school to work and learn at.

This information pack contains details of the post, terms and conditions and the school. Applications need to be submitted on the Application Form for Support Staff which can be found on our website www.bsg.bournemouth.sch.uk

Applications may be submitted by post or by email to lmckenzie@bsg.bournemouth.sch.uk by the closing date of 10am on Friday 1 December 2023. Interviews will be conducted on Friday 8 December. If you have not been contacted for interview by 8 December please assume you have been unsuccessful on this occasion.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Candidates should note that the school will carry out social media searches in line with the guidance in KCSIE 2023.





Job Description and Person Specification

Post Title: Catering Assistant
Responsible to: Assistant Chef and Chef Manager
Employment Basis: Part time (25 hours), Term Time Only

Core Purpose of the Role

To assist in the preparation, cooking and serving of meals (under the direction of the Assistant Chef and Chef Manager), general washing up and cleaning.

Key Responsibilities

- To assist in all aspects of food preparation, cooking and serving of meals and deputise for absence of Cook in Charge.
- Preparing the area for meals
- Delivering a high quality face to face meals service
- To carry out washing-up, cleaning of equipment and kitchen areas, as directed
- To clear and clean the dining areas.
- To prepare beverages, as directed.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge and Skills

- Formal qualification or 2 years' experience in a relevant catering position
- School experience desirable
- Experience in a volume catering establishment
- Team work skills
- Reliable, dedicated
- Strong communication skills

Academy Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- To play a full part in the life of the Academy community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.



Salary and Benefits

The post holder will be paid on Grade 2, £22,366 to £22,737 FTE

This is a term time, part time contract, working 5 days per week from 9am to 2pm (25 hours). Annual leave is added to weeks worked and divided into 12 monthly payments through the year.

Local government defined benefit pension scheme

Access to salary sacrifice benefits such as cycle to work, gym, technology, mobile, car leasing and workplace nursery

Access to wellbeing resources, discounts and other special offers for services

Free use of new and highly equipped gym (conditions apply).

Free parking on site.

Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

As part of the recruitment process Bournemouth School for Girls will undertake social media checks in line with Keeping Children Safe in Education guidance.

