



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A GENERAL CATERING ASSISTANT

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is looking to appoint a **General Catering Assistant** for an immediate start.

This is a part-time, term time plus (39 weeks a year) appointment.

The Board of Governors and Headmistress place a very high priority on the provision of excellent catering to the pupils of the school. It is essential that the school's kitchen operates at the highest of standards to ensure that the pupils enjoy meals that are planned with great care, prepared with skill, presented with imagination and flair and of course taste delicious. We look for high quality meals, far exceeding the expectation of a normal school meal, which are not only home-cooked, but also home-made.

The school has invested significant capital funds in refurbishing and extending the pupil refectory, refurbishing the staff refectory and creating a brand new wash-up area within the catering department. This investment reflects the high priority that the school places on the catering operation.

During the school holidays the site remains a busy environment with community groups and others making full use of the school. This includes residential language schools during the summer and Easter holidays.

The primary role of the General Catering Assistant is to provide wide-ranging support to the Head of Catering in providing a first class catering service to the pupils, staff and visitors at St Mary's School Ascot. This may involve working behind the scenes in the kitchen, catering stores and wash-up or front of house in either of the two refectories or other catering facilities across the site. The General Catering Assistant must be prepared to engage in a wide variety of manual tasks associated with food production and service.

The Line Manager for the General Catering Assistant is the Head of Catering. They will take day to day direction from other managers and supervisors within the catering department.

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

RESPONSIBILITIES

The main responsibilities and duties of the post will vary depending on the time of day, day of the week and operation of the school (term time or holidays). The role is physically demanding at times and requires some heavy lifting, manual handling and prolonged work in hot environments. The main responsibilities and duties of the post will generally include but are not limited to the following:

- Be pupil, staff and visitor focused at all times, approachable and quick to exceed expectations in fulfilling their needs.
- Project a willing and helpful attitude to pupil, staff and visitors and other team members.
- Assist in the set-up of refectories before and after all meal times.
- Clean and refill all dispenser machines with coffee, milk and juice.
- Assist in the service of food at all meal times and to ensure the pupils, staff and visitors are given a prompt and efficient service and that expectations are consistently exceeded.
- Be focused on the needs of the pupils and staff at all times, by being visible during service periods, approachable and quick to exceed expectations in fulfilling their needs.
- Project a willing and helpful attitude to pupils and staff and to have appropriate knowledge of food items throughout the catering areas.
- Keep all serving areas clean, tidy and fully stocked at all times with food and clean crockery and cutlery.
- Assist pupils, staff or visitors with any food and services related queries.
- Assist with functions.



- Assist with special diets and allergen management as required by the school such as gluten, wheat or dairy free.
- Keep to a minimum any waste by working closely with the chef team and to ensure that good stock rotation takes place.
- Ensure all food is served in accordance with all relevant health, safety and hygiene procedures.
- Ensure all catering equipment is working correctly and inform the Head of Catering or Head Chef if not.
- Adhere to food hygiene, personal hygiene and safety regulations.
- Ensure the relevant staff are informed as stocks run low to ensure re-ordering takes place.
- Ensure kitchen, refectories, plate wash and pot wash areas are cleaned to a very high standard before, during and after service.
- Ensure pot wash and plate wash areas are kept clean and to ensure that a hand is kept on washing the dishes to ensure dirty items don't stack up.
- Work within the wash-up facility as required by the Head of Catering.
- Be available to work extra hours as required by the school.
- Any other reasonable requests/duties which may be required by the Head of Catering, the Assistant Catering Manager or the Chefs.

PERSON SPECIFICATION

The school seeks an enthusiastic and hardworking team player willing to join a fast paced and driven department dedicated to providing an outstanding catering service to the pupils, staff and visitors at St Mary's School Ascot. The General Catering Assistant will be excellent in timekeeping and able to demonstrate a strong work ethic. They will have a conscientious approach to all tasks and great attention to detail. The General Catering Assistant will be self-motivated and willing to be flexible in the workplace. They will enjoy working within a team and will be comfortable in the presence of young people.

It is essential that the General Catering Assistant has:

- High levels of personal hygiene.
- A strong work ethic and willingness to tackle new tasks with a positive attitude.
- A strong team player.
- A sense of humour and personable nature.

It is highly desirable that the General Catering Assistant has:

- Relevant catering experience.
- A sound understanding of health and hygiene within a catering environment.
- A sound knowledge of current allergen legislation.

WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full Time/Part Time. This is a part-time, term time plus (39 weeks a year) appointment.

Accommodation. This is not a residential post.

Working Days and Hours. All General Catering Assistant appointments are part-time and the hours or working weeks vary. The shift hours for this role are either 7am to 3pm or 12.30pm to 8.30pm on 5 out of 7 days. The incumbent is expected to be flexible in their attitude to days and hours of work and will be expected to manage working hours in line with the needs of the school. Shifts will be determined by the school diary



which means weekend working and occasional working for functions will be required, all of which reflect the full boarding nature of the school.

Compulsory Additional Working Days. All staff are required to work on the Open Day – a Saturday in June or July and on the Confirmation Day – a Saturday currently during the summer term. Staff who are already required to be on duty for these days who work longer than their normal hours will be paid for the additional hours worked. Staff who are required to work and who would not have otherwise been on duty will be paid for all the additional hours worked. The normal hourly rate of pay will be used.

Salary. £22,720 per annum.

Holidays. The General Catering Assistant will be entitled to 28 pro rata days holiday during the first year rising to 33 pro-rata days holiday in the second year of service and 38 pro-rata days holiday in the 6th year of service; these figures include the public holidays that fall during the school holiday periods. The General Catering Assistant is to take the holiday during the school holidays avoiding INSET days. General Catering Assistants whose role involves working during the language schools in the school holidays must arrange to take their holiday outside of these language school commitments. Public holidays occurring during term time are regarded as working days. All staff are required to reserve 3 days holiday for the Christmas period.

Probationary Period. The first six months of employment will be a probationary period during which the notice period for both the job holder and the school is two weeks. The school reserves the right to extend this probationary period by a further 3 months.

Notice period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one month.

Training. You will be required to attend training days as required by the Head of Catering. Your salary takes into account one day of training per annum.

Pension. The successful candidate will be automatically enrolled in the Workplace Pension Scheme provided by The People's Pension.



HOW TO APPLY

A short letter of application addressed to the Bursar, Mr G K Brand, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent to: recruitment@st-marys-ascot.co.uk

Applications will be considered on receipt.





ST MARY'S SCHOOL ASCOT

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