



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A CATERING SUPERVISOR

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 **Catering Supervisor** for an immediate start. This is a full-time 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 Easter and Summer holidays.

The primary role of the Catering Supervisor 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. The Catering Supervisor will be responsible for overseeing and supporting the day to day running of the school refectories and wash-up area and staff employed in these areas. They will be required to not only lead and manage the team of General Assistants and Kitchen Porters setting the highest of standards but also lead by example by being a "hands-on" member of the catering team.

The Line Manager for the Catering Supervisor is the Assistant Catering Manager and Head of Catering. They will take day to day direction from other managers and supervisors within the catering department and Senior Management at St Mary's.

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 and manual handling. The main responsibilities and duties of the post will generally include but are not limited to the following:

- prepare and ensure both refectories for breakfast, lunch or supper service in accordance with department standards;
- oversee the sports fixtures sheet to ensure all catering requests are prepared in a timely manner;
- overseeing the functions sheet and to ensure all items are delivered when on shift. This will include the preparation for any functions throughout the school, with support from the catering management team;
- ensure the dishwasher is filled and turned on ready for meal service;
- oversee breakfast, lunch and supper service to ensure all items (food and non-food) are available when girls arrive;
- ensure temperatures of food served are taken and recorded accurately;
- ensure girls on special diets are provided the appropriate meals and that the allergen management policy is followed at all times;
- supervise the front of house staff to ensure they carry out their duties as per the rotas;
- ensure kitchen, refectories, plate wash and pot wash areas are cleaned to a very high standard before and after service. Ensure catering areas remain clean and safe during service;
- ensure all washing up is completed in a timely and efficient manner and necessary preparation is completed for the next service;



- assist in the service of food at all meal times and to ensure pupils, staff and visitors are given a prompt and efficient service and that expectations are consistently exceeded;
- be “customer-focused” at all times, by being visible during service periods, approachable and quick to exceed expectations in fulfilling the needs of pupils, staff and visitors;
- project a willing and helpful attitude to pupils, staff and visitors and to seek the appropriate knowledge of food items throughout the catering areas;
- assist pupils, staff and visitors with any food or related service queries;
- assist with functions when and where required;
- 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 Catering Manager or Head Chef if not;
- ensure tasks are completed at the end of shifts even if this requires staff and/or supervisors to work after normal working hours;
- any other reasonable requests/duties which may be required by the Head of Catering, Assistant Managers and Senior Management at St Mary’s.

PERSON SPECIFICATION

The school seeks an enthusiastic and hardworking team player willing to join a busy and vibrant department dedicated to providing an outstanding catering service to the pupils, staff and visitors at St Mary’s School Ascot. They will have a conscientious approach to all tasks and great attention to detail. The Supervisor will be self-motivated and willing to be flexible in the work place. They will enjoy leading and managing a team and will be comfortable in the presence of young people.

It is essential that the Catering Supervisor has:

- High levels of personal hygiene and is able to ensure that the team achieves these standards.
- A strong work ethic and excellent timekeeping skills.
- The ability to lead and inspire a team of General Assistants and Kitchen Porters.
- A keen sense of humour and personable nature.

It is highly desirable that the Catering Supervisor 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 full-time appointment.

Accommodation. This is not a residential post.

Working Days and Hours. This is a full-time appointment based on a 5 day working week from Wednesday to Sunday and a minimum of 42.5 hours per week. The incumbent is expected to be flexible in their attitude to hours of work. Shifts will alternate between early and late shifts as detailed below.

Shifts: Early Supervisor: 6.30am – 3pm. Later Supervisor: noon – 8.30pm. Alternating between one week on early shift and one week on late shift.

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 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. There is a requirement for the catering team to be available to work for functions outside the normal working hours. This work will be shared between all staff on the basis of a roster managed by the Head of Catering. Individual Supervisors, who already work every other working weekend, must be prepared to work additional shifts as required by the operation.

Salary. £32,300 per annum.

Holidays. The Catering Supervisor will be entitled to 33 days holiday which are inclusive of public holidays that fall during the school holiday periods. The Catering Supervisor is to take the holiday during the school holidays avoiding INSET days. Catering staff 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 three months of employment will be a probationary period during which the notice period for both the job holder and the school is two weeks.

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

Please complete the online application form selecting Catering Supervisor from the drop-down menu.
<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Bursar, Mr. Giles Brand, should be included with your application form. Applications will be considered on receipt. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





ST MARY'S SCHOOL ASCOT

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