



**INFORMATION FOR APPLICANTS FOR THE POSITION OF
PART TIME KITCHEN/DINING ROOM ASSISTANT
TERM TIME ONLY**

Horris Hill School is one of the UK's leading all-boys boarding and day independent preparatory school for approximately 130 boys aged 4 to 13.

Location

The school is set in 75 acres of beautiful Berkshire common land just south of Newbury, yet close to the M4 and only an hour from Heathrow airport. The School has continuously occupied the site for 130 years.

Facilities

The School is a blend of older buildings dating from 1888 and modern facilities. This summer the school is opening a new, state of the art theatre, in which we aim to set new standards in prep school drama.

The focus over the past 5 years has also been on refurbishing older school buildings with new roofing and double glazing as well as improvements to the boarding houses and their facilities and an up-to-date Health Centre.

Pastoral care

The School has an outstanding reputation for the care of each individual and is renowned for its nurturing ethos, an approach that underpins the success that boys show in all areas. Our highly dedicated staff aim to produce happy, polite and academically successful boys.

Co-curricular activities

Like many other independent schools we offer a full range of activities after school and at weekends for the boarders with off-site trips and in-house fun.

Destination of leavers

About 25 boys leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough, Radley, Harrow and Sherborne.

Horris Hill School

Newtown
Newbury
Berkshire
RG20 9DJ

Phone: 01635 30323

E-mail: hr@horrishill.com

The Role

The job description below contains an outline of the typical functions of the job but may not be an exhaustive list of all possible job responsibilities, tasks, and duties.

Job Description

- General
 - Catering is carried out in-house by a team of 3 Chefs and 8 kitchen assistants.
 - The kitchen operates 7 days per week during term time according to a shift roster.
 - Your immediate line manager is the Head Chef, with the Headmaster's Wife as your senior line manager.

- Duties
 - To prepare/set up the Dining Room for meal times and to prepare and supervise the Supper service.
 - Basic food prep such as preparation of vegetables.
 - General washing up, to include use of the industrial dishwasher and pot washing by hand.
 - Sweeping and mopping floors and keeping the 'cocoa passage' tidy.
 - Serving snacks to the pupils at pre-arranged times.
 - To provide match teas as required.
 - Taking and collecting tea and sandwiches to the staff common room.
 - To provide occasional additional catering for governor meetings, headmaster and parents events and other seasonal functions, as directed by the Head Chef.
 - To operate kitchen machinery effectively and safely.
 - To clear and clean the Dining Room after meal times.

- Responsibilities
 - To work as a team with the other kitchen staff and to have a professional and flexible approach to work.
 - To ensure that the areas under your responsibility are kept clean and tidy and that the highest standards of cleanliness are maintained.
 - To ensure health and safety, hygiene and food safety regulations are followed.
 - To report any equipment faults to the Chef.
 - To carry out duties as directed by the Head Chef.
 - To attend training sessions as required – full training will be given.

- Hours of Work
 - 3.00pm – 7.30pm Monday to Friday plus 7.00am – 5.00pm on Saturday, during term time only - a total of 32.5 hours per week.
 - Term time includes up to 3 working days before and after each full term to include set up, cleaning and training.

- Remuneration
 - The post carries a salary of £10,589 per year which includes holiday pay (£14,889 full year equivalent). The basic hourly rate for the post is £8.81 per hour.
 - Salary is paid monthly in arrears equally throughout the year.
 - You will be automatically enrolled in the school's auto enrolment pension scheme. The School will contribute 5.5% of salary as an employer contribution to the pension scheme. Employees currently contribute 3.0% of net pay.
 - Free parking, meals on duty, uniform and further training and development are all provided.

- Safeguarding
 - Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.

Person Specification

- Good communication skills, approachable and with the ability to work as a member of a team.
- Hard working and reliable with a good punctuality and attendance record.
- Organised, flexible and professional approach with enthusiasm, energy and commitment.
- An understanding of the importance of health and safety and food hygiene guidelines.
- Commitment to safeguarding and promoting the welfare of children.

Conditions of Service

This is a term time post and salary includes pro-rata holiday pay. An annual salary is calculated and is paid in 12 equal monthly payments through the year.

The employment will be subject to a probationary period of 6 months during which time either the employee or the School may terminate the employment by giving not less than one month's notice.

Appointments

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of childcare disqualification. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

Recruitment Process

Candidates are required to submit a completed application form outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website www.horrishill.com/vacancies.

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

Applications will be considered as they are received therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend an interview soon after. Employment will commence, subject to the satisfactory completion of all pre-employment checks, as soon as possible after this.

Further Information

If you require any further information or would like to discuss any aspects of this vacancy please don't hesitate to contact Debbie Power, Assistant Bursar on 01635 30323 or email asstbursar@horrishill.com