

FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT



Catering Assistant

Evenings and Weekends from September 24

Tonbridge School is one of the leading boys' boarding and day schools in the country and is highly respected, both here and internationally, for providing a world class education.

The School occupies an extensive site of 150 acres in the town of Tonbridge, in West Kent – just a 40-minute train journey from London Charing Cross. The town is frequently ranked within the top 20 “best places to live” in the UK, based on the results of the annual Halifax quality of life study which looks at a range of factors including health, earnings, safety, green spaces and life expectancy. The School is positioned at the top of the High Street, with our campus surrounded by outstandingly beautiful Kent countryside.

At Tonbridge, our pupils are encouraged to be creative and intellectually curious; to approach new opportunities with confidence; and to learn to think for themselves, while being mindful of the needs and views of others. Exam results at GCSE and A-level are simply outstanding, and each year our boys progress to leading universities in the UK and worldwide. Our dedicated staff are at the heart of our success.

We have developed a strong culture of community, collaboration and best practice, with our staff encouraged to participate fully in the life of the School and to enjoy the range of first-class facilities we offer.



JOB DESCRIPTION

Job Title: Catering Assistant

Reporting to: Head Chef

Main Purpose: To assist with providing meals and services as required to the highest standard whilst upholding Health and Safety, Fire, Food and Hygiene rules and regulations.

MAIN DUTIES

- To carry out all aspects of cleaning, ensuring a high level of hygiene.
- To assist in the preparation of salad and vegetables as required.
- To operate machinery and carry out daily cleaning and maintenance.
- To prepare, serve meals and clear dining areas as required.
- To assist with deliveries of stores and storage, laundering of tea towels etc.
- To ensure the removal of waste food and rubbish at appropriate times to designated areas.
- To collect and distribute stores and or prepared food and beverages as directed.
- To comply with Health and Safety Regulations, COSHH Regulations, Fire Policy and report hazards to management.
- To undertake any other duties as may be required by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. 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 or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

SKILLS and ABILITIES

- The ability to communicate effectively with a wide range of people including school staff, boys and parents in a professional and friendly manner.
- The ability to work on your own initiative with the minimum amount of supervision.
- Well organised, flexible and professional approach.
- A proactive and 'can do' attitude with a positive outlook.
- Team player with willingness to support others in their roles.

EXPERIENCE

- Previous catering / kitchen experience in a similar role would be an advantage but is not essential.
- Experience of working within a team.
- Basic food hygiene certificate an advantage but not essential – full training will be provided.

HOURS OF WORK

We are recruiting for Catering Assistants to join our team from September 2024.

Duty shifts available are:

- Tuesday, Wednesday, Thursday and Friday
 - 5pm to 7pm
- Saturday
 - 9am to 2pm

REMUNERATION AND BENEFITS

- Hourly rate of £11.84 plus holiday entitlement.

Generous benefits package including:

- Pension scheme
- CPD opportunities
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

SUBMITTING AN APPLICATION

All CVs, applications and questions should be sent to hrdept@tonbridge-school.org

Full details and an application pack may be found on Tonbridge School's website at: <https://www.tonbridge-school.co.uk/about/employment-opportunities>

Closing date for applications: Wednesday 11 September at 12 noon

Early applications are encouraged as suitably qualified candidates may be interviewed before the closing date.

The School reserves the right to withdraw the vacancy if an early appointment is made.

**TONBRIDGE
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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977
The information contained in the brochure is accurate at the time of going to press