



Royal
Russell

General Catering Assistant

May 2025 start



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



General Catering Assistant

We are seeking a passionate and enthusiastic Catering Assistant to join our team for our high-volume catering environment (lunch for 1400 staff and pupils 5 days a week, and meals for our 200 boarders at weekends) where our staff need great communication and customer facing skills. The ideal candidate must be standards driven, focused on attention to detail and ideally some experience of working in quality establishments.

Our Catering Department is fully operational between the hours of 6.30am and 8pm during term time, as well as beyond these hours for functions and events. It also continues to run during the School close down periods to service outside lettings. Some flexibility in approach to hours will be required.

This post is to work 37.5 hours per week, all year round, on a 5 days out of 7 shift basis.

Applications will be considered on receipt and should be submitted to hr@royalrussell.co.uk to arrive no later than **9am on Monday, 28th April**. Interviews are expected to take place toward the end of that week, although we reserve the right to interview at any point during the recruitment process so early applications are encouraged.



Job Description

Main duties and responsibilities

To prepare the dining hall, servery, washroom and all other relevant areas in preparation for the relevant service times.

To carry out service duties to all customers of the Catering Department, with a positive knowledgeable and friendly customer service attitude that enhances the image of the department and the school.

To undertake all reasonable checks to ensure that special diets and in particular those with food allergies are safely catered for.

Ensure reported food allergies and intolerances or other dietary requirements are catered for, without risk of contamination during preparation or service

Operate mechanical equipment, to assist in the washing up pots, pans, utensils, crockery and cutlery, as well as washing up by hand.

Operate mechanical waste disposal equipment.

Remove refuse from inside the Catering Department to designated areas outside the department, using mechanical refuse receptacles safely as appropriate.

Carry out cleaning duties as specified on schedules or as directed, ensuring high standards of hygiene are met, in line with Food Safety Legislation.

Ensure adherence to All Food Safety Legislation, as well as the Departmental policies laid out in HACCP.

Comply with all reasonable requests from Senior Catering Staff and the School Leadership team.

Where applicable, to engage in cleaning duties in any area of the Catering Department, whilst the School is closed down for student holidays.



General Responsibilities

Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times

Display correct staff identification at all times whilst on site

Ensure standards of appearance, personal hygiene and behaviour is in keeping with the Royal Russell School ethos and legal requirements of Health & Safety and Hygiene

Preserve and enhance the reputation of the School at all times, ensuring disputes or concerns are resolved within the correct forum as per the School policies and procedures

Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population

Attend Royal Russell Day and Open Day as required.

Adhere at all times to Health and Safety legislation, Food Safety Legislation and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors

Due to the nature of the role, all catering staff are subject to a health assessment to ensure they are physically able to complete their duties, including being able to bend easily and lift weights of up to 25kg.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days of annual leave (for year round staff)
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the *Children's Barred List*) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1** Car Park
- 2** Reception / Headmaster's Study
- 3** Junior School
- 4** Early Years Centre
- 5** Performing Arts Centre / Auditorium
- 6** Dining Hall / Café
- 7** Chapel
- 8** Great Hall
- 9** Chapel Quad
- 10** Lime Tree Quad
- 11** Aston Webb Building
- 12** Library / Sixth Form Study Centre
- 13** Health & Wellbeing Centre
- 14** Science Block

Sports Facilities

- 15** Swimming Pool
- 16** Sports Hall
- 17** Top Pitch
- 18** The Paddock
- 19** Netball Courts
- 20** North Pitch
- 21** Astro turf Pitch
- 22** MUGA (Multi-Use Games Area)
- 23** West Pitch
- 24** Pavilion

Boarding / Houses

- 25** Buchanan / Reade
- 26** Cambridge
- 27** Hollenden
- 28** Keable
- 29** Latessa
- 30** Madden
- 31** Oxford
- 32** Queen's
- 33** St Andrew's



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www.royalrussell.co.uk

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