# **HAZLEGROVE PREPARATORY SCHOOL**

**FOOD SERVICE ASSISTANT**

**INFORMATION FOR CANDIDATES**

**INTRODUCTION**

Hazlegrove is a thriving South West Co-Educational Prep School. Pupil roll is around 380 with 70 full boarders. Based around an 18th century house and set in 200 acres of parkland, the school enjoys outstanding facilities. Around 30 staff live on site.

Hazlegrove Prep School had a Regulatory Compliance Inspection in September 2018 conducted by the Independent Schools Inspectorate (ISI).  The school met all the Independent School Standards, the National Minimum Standards for Boarding Schools and the relevant requirement of the statutory framework for Early Years Foundation Stage (EYFS).

The school is committed to continued improvement, to outstanding teaching and to a structured and supportive environment with the belief that learning is best achieved when pupils feel understood, happy and safe.

**JOB DESCRIPTION**

Title of Post: Food Service Assistant

Responsible to: Catering Manager

**PRIMARY DUTIES**

* To assist in the service of meals where necessary, as directed, to the Schools standard and promote a friendly atmosphere.
* To assist, as directed, with all aspects of preparation and presentation of food to the school’s standards.
* To comply with all the legal hygiene requirements within the catering department at all times.
* To receive any training as is necessary to maintain standards in the Catering Department.
* To ensure that all working areas are maintained daily and ready for each service, as directed.
* To carry out reasonable request by management team and the Assistant Bursar within their capabilities.
* To undertake in all aspects of cleaning of equipment, furniture and fittings.

**SECONDARY DUTIES**

* To immediately report any incidents of accident, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
* To suggest improvements to the running of the department.
* To work as required at special functions, some of which may occasionally occur outside working hours.
* To attend meetings and courses, as may be necessary.

**HEALTH AND SAFETY**

* Be fully conversant with the operation of kitchen appliances and equipment.
* Be fully aware of the appropriate COSHH regulations.
* Be fully aware about fire emergency procedures and fire muster points.

The following duties are ones which all staff are required to perform:

* Observe health and safety procedures and work safely at all times.
* Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
* Hazlegrove Preparatory School is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff at Hazlegrove are expected to understand and follow all these policies and procedures as part of their professional responsibilities.
* The post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.
* Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the school in line with School procedures.

**SAFEGUARDING THE WELFARE OF CHILDREN**

During the interview process, candidates should expect to be questioned about issues that are relevant to safeguarding children. Candidates should also be aware that referees will be asked to comment on a candidate’s disciplinary record and whether or not the candidate has been the subject of any child protection concerns.

The successful candidate will be subject to DBS (Disclosure and Barring Service) and other safer recruitment and pre-employment checks.

**FURTHER DETAILS**

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| **Vetting checks** | Hazlegrove Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and Disclosure and Barring Service (DBS). |
| **Working pattern** | Hours are: Monday 2:00pm - 7:00pm, Wednesday 2:00pm - 7:00pm, Thursday & Friday 9:30am - 3:00pm. Some flexibility is required. You will work during term time (35 weeks) only, however some flexibility is required.Banked hours: You will also be required to work an additional 30.5 hours during the academic year at times to be agreed with your manager. These additional hours may be outside your normal hours of work and may include evenings and weekends. |
| **Salary** | The hourly rate of pay will be £12.21 (Rate 1) which equates to £9,577.52 per annum, this includes accrued holiday pay. |
| **Holiday** | The holiday year runs from 1 July to 30 June each year. You are entitled to the current Statutory entitlement of holiday per year. Holiday must be taken outside of term time. |
| **Pension** | You have a choice of two options in relation to your pension. The School operates a contributory pension scheme with TPT Retirement Solutions, to which you can apply. (Contributions to this scheme are employer 8.75%, employee 5% minimum). However, if you choose not to join that contributory pension scheme, the School is required to consider you for Automatic Enrolment in a different pension Scheme (the Auto Enrolment Scheme). If you do not wish to be a member of the Auto Enrolment Scheme you may choose to opt-out.  |
| **Probationary Period** | The post is subject to 12 weeks’ probationary period. |
| **Notice** | One month after probationary period |
| **Sick Pay** | Membership of the School’s Support Staff Sickness Scheme. |
| **Other Benefits** | The School offers a Death in Service Benefit, Employee Assistance Programme, and local membership to The Newt in Somerset. |
| **Parking** | Free parking available for staff on the site.  |
| **Lunch** | When catering services are in operation, lunch is provided. |
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**APPLICATION PROCESS**

If, having read the above information, you would like to be considered, please complete the application form and email to recruitment@hazlegrove.co.uk.

Should you require any further information or would like to discuss your application, please call Hannah Wynn, HR Assistant on 01749 814316.