

# Catering Assistant

## Job Description



**Queen Margaret's  
School for Girls**

Escrick Park, York

# Queen Margaret's School for Girls

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,  
A family of learning and belonging,  
In a truly inspirational setting.

We are somewhere each and every girl can thrive,  
Where they'll be happy and healthy,  
Grow their knowledge, skills and confidence,  
And make friends for life.

Somewhere that's the bedrock for success,  
Opens up opportunities and possibilities,  
Inspires them to forge their own future,  
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,  
To realise their potential,  
To become the best women they can be,  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

## Working at QM

We employ around 170 staff, with over 90 teachers, and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site. We operate our own salary scale and all staff contribute to a pension scheme. During term time (in normal times) meals are provided when you are on duty. Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

## About the Role

Queen Margaret's School for Girls is a fantastic place to work and our committed Catering Team works hard to maintain our catering service to the highest standards. We are seeking a Catering Assistant to join our Catering Team.

Under the direction of the senior front of house supervisor, the successful candidate will assist in the day to day operations and food production in accordance with QM's quality standards and hygiene, health and safety standards. Please note this is a physically demanding role.

To be successful, you must have great food hygiene and health and safety awareness, a strong work ethic and bring a positive, proactive approach to your work and people. The team takes immense pride in its work, so having a flexible approach is essential and you must be a great team player.

In return, QM can offer you the opportunity to work in a first class setting which includes free parking and free meals whilst on duty, 28 days annual leave per year rising to 33 days after 5 years' service (FTE) and a competitive Defined Contribution Pension Scheme.

## Job Description

**Job Title:** Catering Assistant

**Working Hours:** 37 hours per week, 33 weeks per year. Some Saturday morning working will be required.

**Responsible To:** Catering Manager > Bursar > Head

**Salary:** £22,318.40 Full Time Equivalent Salary. This will be pro-rata to actual hours worked.

### Job Summary

- Work as part of the catering team to prepare food for service
- Prepare service and dining areas as instructed by the catering manager and senior front of house supervisor.
- Ensure food debris is removed from crockery prior to washing up and sterilisation.
- Responsible for cleaning and drying cutlery, dishes and glassware.
- Prepare light refreshments and beverages as instructed by the catering manager and senior front of house supervisor.
- Receives and stores products properly.
- Actively seek to improve skills and achieve personal development.
- Ensure minimum food wastage.
- Assist in ensuring stock is rotated and controlled.
- Assist with creative food presentation.
- Assist in temperature recording and monitoring completed on a daily basis.

### Duties and Responsibilities

- Ensure areas under control are cleaned as per cleaning schedules.
- Operate catering equipment.
- Prepare and participate in special functions (which may be outside normal working hours) and theme days as required.
- Attend training sessions as required.
- Comply with all statutory QM's health and safety practices and procedures, including manual handling.
- Adhere to all QM's rules, regulations, policies, procedures and provisions of contract.
- The post holder may also be required to undergo training in order to undertake duties of the post in an efficient manner.

## Person Specification

Attribute	Essential	Desirable
Training and Qualifications	<ul style="list-style-type: none"> <li>• Good standard of education including passes in Maths and English GCSE or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant training and qualifications in food hygiene and catering</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Catering experience</li> </ul>	
Professional knowledge, skills and understanding	<ul style="list-style-type: none"> <li>• Understanding of health and safety framework that governs catering environments</li> </ul>	<ul style="list-style-type: none"> <li>• Use of equipment that requires specialist training</li> <li>• COSHH/PPE knowledge</li> </ul>
Personal Qualities and Abilities	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding and welfare of all students and young people</li> <li>• Flexible approach to work</li> <li>• Strong work ethic, reliable and punctual</li> <li>• Good standard of personal cleanliness and hygiene</li> <li>• Strong team player</li> <li>• Ability to work with minimal supervision and under pressure</li> <li>• Good attention to detail</li> <li>• Ability to use own initiative</li> <li>• Strong interpersonal skills especially with students</li> <li>• Must be able to walk and stand for long periods of time</li> <li>• Ability to work in varying room temperatures</li> <li>• Must be safe using contact with hot substances, oven and hot plates</li> </ul>	

## Benefits of Working at QM

- Outstanding setting in a rural location
- Friendly staff team
- Free meals during working hours
- Free onsite parking
- 28 days annual leave entitlement rising to 33 days after 5 years' service
- Small class sizes
- Occupational DC pension scheme with an employer contribution of currently 8.4%
- Death in Service benefit

## Terms and Conditions

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

- The Catering Assistant is appointed by the Head on the advice of the Bursar, subject to enhanced DBS clearance and receipt of satisfactory references. The appointee will be required to complete a confidential medical questionnaire (and medical examination where applicable), the costs of which will be met by the school.
- This is a role for 37 hours per week 33 weeks per year according to the operational needs of the school with some Saturday morning working required on a shift basis. An additional retainer will be paid for staff to be available to work during the school holidays as required by the operational needs of the school.
- Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the responsibility attached to the role. The appointee's salary will be paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay; no overtime is paid but time off in lieu (to be agreed with the Bursar) may be taken when appropriate.
- After three months in post the appointee will be eligible to join QM's own staff pension scheme. This is a contributory money purchase scheme (6% employee and 8.4% employer).
- The appointee will be expected to participate in an annual appraisal process.
- The appointee shall be eligible to take 33 days holiday (full time equivalent) (including Bank Holidays) per annum. Holidays should be arranged around the work of the Department and agreed in advance with the Bursar; they cannot be carried forward to subsequent years except in exceptional circumstances and only then with the Head's approval.
- The appointee is required to give the school three months' notice of his/her intention to leave this post.
- The job holder, like all other members of staff, is responsible for the marketing of the school through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions he/she makes whether in or outside school.
- The job holder should have an interest in and willingness to support all school activities and should discuss with relevant staff opportunities to enhance the school's programme of events.
- Meals will be provided during term time during the hours of work.
- Accommodation is not provided.
- Daughters of the appointee may attend QM, having passed the selection criteria. A fee remission may be awarded at the discretion of the Head.
- The appointment is subject to a probationary period of 3 months which may be extended following performance review. The contract can be terminated with two weeks' notice by either party during the probationary period.

- All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the school's Child Protection policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the Designated Safeguarding Lead and Head.

## How to Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: [recruitment@queenmargarets.com](mailto:recruitment@queenmargarets.com).

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.