



Catering Assistant
from September 2022

Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A*/A/9-7 grades at GCSE and around 80% achieving A*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

The Department

The Catering department aims to provide the highest quality of service to the school. It expects its staff to provide high standards of meals and a friendly, efficient and effective service whilst complying with quality, food hygiene, Health & Safety requirements reflected in the Department's handbook of protocol.

The department serves over 1200 meals a day in the dining hall, along with providing catering for a wide range of functions such as parents coffee evenings, concerts and theatrical production receptions and dinners, governors' lunches and elaborate summer balls. These functions can be in numerous locations around the school complex.

Job Description

Key Duties and Responsibilities:

Line Manager: Chef Manager

Role Overview: To work as a member of a team in the provision of food service, and to ensure that all food and services are provided in a timely, safe, efficient and organised manner.

Key Duties and Responsibilities:

- Responsible for the preparation of packed meals, snacks, buffet work, salads and home-made cakes.
- Serving Meals & refreshments in all areas of the school including the Dining Hall, Pavilion, Staff Common Room and various other locations within the school.
- Assisting with the salad bar preparation after lunch, and ensuring its refreshed and ready for supper
- Ensure basic cleaning jobs are carried out as quickly as possible.
- Clean food preparation areas and equipment, in addition to crockery and cutlery.
- Keep work surfaces, walls and floors clean and sanitised, free from debris
- Assisting the chefs, as and when required.

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;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

Safeguarding Responsibilities

- As this post is in a school the successful person will engage in regulated activity relevant to children.

- Dauntsey's 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 are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.
- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies>. Please read this information as part of your application to the role.

The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. 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.

Person specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment			
	Essential	Desirable	Method of assessment
Qualifications		<ul style="list-style-type: none"> • Food hygiene certificate 	Certificates Discussion at interview
Experience		<ul style="list-style-type: none"> • Previous kitchen work • Experience of working in a multi task environment 	Application form Interview References
Skills	<ul style="list-style-type: none"> • Good communication • Ability to follow procedures 	<ul style="list-style-type: none"> • Ability to multi task 	Application form Interview References
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline 	<ul style="list-style-type: none"> • Ability to prioritise tasks • Good time keeper 	Application form Interview References

Training

Full training for the role will be given to support the successful candidate.

Terms and conditions

Hours of work

There are 3 roles available. Please state in your application which you would be interested in applying for. If you would like to apply for more than one role, please indicate this also.

Role 1: You will be required to work Monday to Friday 10:30-14:30 and Saturdays 10:00-14:00 during term time, plus 3 days at the beginning of each term and 3 days at the end of each term, plus two weeks in the summer for lets at times confirmed by your manager.

Role 2: You will be required to work 11:00-18:00 on Saturdays during term time only

Role 3: You will be required to work 17:30-20:00 on Sundays during term time only

Application Process

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Tuesday 2nd August and e-mailing it, together with a letter of application, to recruitment@dauntseys.org

Please be aware that candidates may be invited to interview before the closing date, so you are encouraged to apply as soon as you are able. The vacancy may close early if an appointment is made following an interview.

Thank you for your interest in the position.