



## Catering Assistants

<b>Employment Status</b>	<b>Full Time • Permanent</b>
<b>Employment Location</b>	<b>Framlingham College Senior and Prep School</b>
<b>Application Closing Date</b>	<b>Applications will be reviewed on receipt. You are therefore advised to apply at your earliest convenience.</b>
<b>Interviews Week Commencing</b>	<b>To be confirmed</b>

### IMPORTANT INFORMATION

Framlingham College 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 the Disclosure and Barring Service.



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**Framlingham**  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Director of People

Dear Applicant,

We are seeking to appoint hardworking and motivated Catering Assistants to join our successful Catering team at Framlingham College. The successful applicants will work as part of a large, busy, and friendly team who predominantly serve breakfast, lunch and dinners to over 700 boarding and day pupils. As part of the Catering team there's the opportunity to learn Barisata skills in our Café, silver service at evening functions such as House Dinners and some Chef skills if keen to get involved with the kitchen teams. Due to the nature of being a boarding school, the department works across seven days, but do enjoy a full two weeks off over the Christmas period as the school shuts down. The hours are more sociable than industry standard and shifts generally start at 06.00 and finish at 19.30 with the exception of college functions. We offer straight shifts only; no split shifts and rotas are done in advance to ensure staff can retain a good life/work balance.

These are full-time roles working an average 35 hours a week, on a 5-day rolling rota, the post holders will also enjoy every other weekend off. This is for 48 weeks of the year - term time (33 weeks) plus 15 weeks during non-term time, as directed by the Catering Manager. The post attracts an annual salary of £15,892 (including shift allowance), based on an hourly rate of £9.27.

The posts are predominantly based at the Senior School in Framlingham but on some occasions can be asked to work at the Prep School in Brandeston as necessary.

The College offers its employees free membership to the Sports Centre which includes access to the pool, gym and discounts to fitness classes, squash and tennis courts. Staff have access to; free parking when onsite, an independent pensions advisor, free meals when on duty and free uniform. We have also worked with a number of local businesses to offer discounts to staff. If you are looking for development and training, staff have access to a suite of online courses and receive ongoing training in various areas.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

**We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.**

Sally Wood  
**DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE**

## How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications will be viewed upon receipt. You are therefore advised to apply at your earliest convenience. The interview date is to be confirmed. You will be notified of a date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

## Employee **Benefits**

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

## Job **Information**

### Reports To

Catering Manager

### Job Location

Framlingham College Senior & Prep School

### Hours

35 hours a week, straight shifts including alternate weekends

### Weeks

48 weeks a year

### Salary Band

Band 2

### Pension

Contributory scheme available

## Job **Description**

### JOB PURPOSE

To assist the Catering team in the successful operation of the kitchen and department, undertaking appropriate tasks as instructed and required.

### KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary

- To assist with the preparation and provision of meals to School pupils and staff and to assist with general catering duties as directed by the Catering Supervisor.
- Customer service.
- Food service and distribution.
- Cleaning and washing up.
- Comply with hygiene and health and safety measures at all times.
- Work in a flexible manner and be prepared to assist with functions and lettings catering at the Framlingham College site or off site.
- Vegetable preparation as requested by Head/Senior Chef.
- Preparation and presentation of sandwiches and cakes for parents' teas and teaching staff.
- Production of packed lunches for students.
- Serve in the College café, taking cash payment and working as Barista producing a range of hot drinks to order.

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- Preparation and presentation of the Annex service area which consists of:
  - Salad bar, cold dessert counter, fruit display, bread baskets, cooking & serving jacket potatoes.
- Cleaning and servicing of beverage vending machines.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. 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 or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

#### **Customer service**

- Serving pupils and staff at meal times.
- Serving pupils and staff in the school café including cash taking.
- Serving visiting pupils and parents at match teas and tournaments.
- Serving members of the public and students at formal dinners. Waiting on tables.
- Serving a variety of different groups and commercial lets during the enterprise business period.
- Serving alcohol on drinks receptions.
- Serving on bars involving cash handling.

#### **Cleaning and washing up**

- Washing up after meals.
- Clean as you go. Food hygiene policy.
- Floor mopping and scrubbing.
- Cleaning tables and chairs.
- Sweeping dining room floor.
- Equipment cleaning – Hot plates, chilled displays, beverage vending machines, fridges, dishwasher, waste disposal and assorted small kitchen equipment.

#### **Food preparation and presentation**

- Vegetable preparation as requested by Head/Senior Chef.
- Preparation and presentation of sandwiches and cakes for parents' teas and teaching staff.
- Production of packed lunches for pupils.
- Preparation and presentation of the Annex service area which consists of
  - Salad bar, cold dessert counter, fruit display, bread baskets, cooking & serving jacket potatoes.

#### **Work in a flexible manner and be prepared to assist with functions and lettings catering at the Framlingham College site or off site**

- As a catering assistant you are expected to change your role daily, working in different areas carrying out different duties as requested. You will then be expected to take on further duties during holiday times as the business needs dictate.



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*This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.*

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

	E	D
GCSE's or equivalent.		✓

## PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Able to organise own work effectively.	✓	
Basic literacy and numeracy; in order to read instructions/complete forms etc.	✓	
Good verbal skills; able to communicate effectively face-to-face with pupils, staff and guests.	✓	
Basic Food Hygiene Certificate.		✓
Awareness of Health, Safety and Hygiene Regulations.		✓
Working knowledge of equipment used in kitchen.		✓

## PROFESSIONAL EXPERIENCE

	E	D
Previous experience in a catering post.		✓
Experience in a customer-facing role.		✓

## PERSONAL ATTRIBUTES

	E	D
Flexible approach.	✓	
Punctual and reliable.	✓	
Willing to take instruction and work as part of a team.	✓	
Polite and helpful attitude.	✓	
Positive "can do" attitude.	✓	
Self-confidence and the ability to show initiative.		✓

## SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓



## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.