



EMMANUEL COLLEGE

Emmanuel Schools Foundation

CATERING ASSISTANT

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

I am delighted that you are interested in applying to be a Catering Assistant at Emmanuel College.

We truly believe that Emmanuel College is a fantastic and exciting place to study as a student and work as a member of staff. We are looking for a candidate who has high expectations of themselves and the students we serve.

Emmanuel College is a truly exceptional school, with excellent leadership, teaching and support for our students. As a Christian-ethos school of character for the whole community, everyone is welcome whatever their educational background and ability, faith position, social or ethnic background. Student behaviour is excellent and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. These high standards are maintained because of a relentless commitment to expectations and routines and so all staff should be enthusiastic about upholding these. We are committed to the holistic development of young people: outstanding teaching goes hand in hand with opportunities for character development.

As Head of School, I am looking for staff who care deeply about securing the best life chances for the young people in our care.

We believe that we are an outstanding school, not because of any external judgement, but because we have a deep and abiding commitment to do the best we can for the students, staff and leaders in our care. We want our College to be a place where staff come to work excited about the their day and looking forward to strengthening the relationships they have with colleagues as well as students.

If what you have read above excites you and aligns with your personal values, experience and ambitions, then you are probably the right person for this role and you will love working here.

Nat Ogborn
Head of School

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES



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ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“
SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

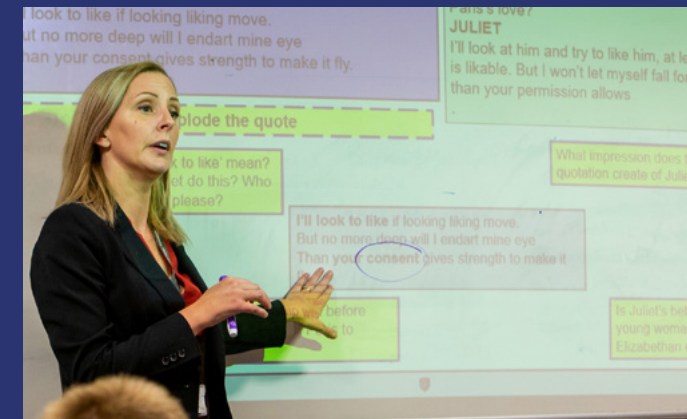
SUPPORT

We recognise that staff are our most important resource: they will have the biggest impact on the quality of education that our students receive. The Emmanuel staff body is an impressive group: well qualified, highly motivated and eminently hardworking. Colleagues are keen to continue developing their knowledge, skills and experiences and the College is committed to doing all it can to support them in these endeavours.

The professional development of staff is a priority for us. All colleagues have access to a well-structured and high-quality CPL-programme suited to their role and each member of staff has a line manager who is deeply interested in their wellbeing as well as their performance.

In addition to the normal remuneration package that includes a contributory pension scheme, company sick pay and maternity/paternity leave, Emmanuel staff enjoy a number of additional benefits. These include a daily lunch allowance, free use of our fitness suite, parking on the College grounds, as well as access to Care First, a free, independent and confidential resource available to employees that can help with all manner of needs.

There is a sense of real community amongst the Emmanuel staff body. Various social events sit alongside the long tradition of colleagues getting together after the College day to play football or netball – new players always hugely welcome!





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**A PLACE WHERE EVERYONE IS
WELCOME AND SAFE”**

THE **ROLE**

Reporting to the Chef, the Catering Assistant will help to provide an excellent catering service throughout Emmanuel College for students, staff and visitors while ensuring that food production is presented and served to an exceptional standard.

- Working as part of the Catering Team you will ensure food service and dining areas are set up to an exceptional standard and in line with standard operating procedures (SOPs).
- To provide outstanding customer service towards all students, colleagues and visitors.
- To ensure food and beverage are served, replenished and correctly presented.
- To ensure catering areas remain clean, tidy and a safe working environment is always maintained.
- Share menu and food product knowledge, including advising on individual special dietary requirements.
- To ensure all customer feedback is brought to the attention of the Chef and Catering Manager.
- To ensure all food areas are cleared and cleaned in line with standard operating procedures and all equipment is appropriately stored.
- Maintain a safe and secure working environment in line with College Health & Safety procedures.
- Report any maintenance defects, accidents and near misses to the Chef and Catering Manager.
- Maintain personal hygiene and appearance to an exceptional standard and in line with standard operating procedures.
- Attend appropriate training courses requested by the College.
- Any other reasonable duty as requested by the Chef and Catering Manager.

THE OPPORTUNITY

Ideally the successful candidate will be able to evidence through their application form and at interview the following attributes:

- Up-to-date knowledge of Food Hygiene regulations (Essential)
- An awareness of current trends and issues within the catering industry (Essential)
- An ability to keep calm under pressure (Essential)
- A creative approach to problem solving (Desirable)
- Flair and creativity in preparation and presentation of food for quality events (Desirable)
- A positive 'can do' attitude (Essential)
- Ability to work unsupervised and to prioritise own workload (Essential)
- A willingness and ability to work as a team and maintain good working relationships (Essential)
- Customer service experience (Essential)
- Experience of working in a school environment (Desirable)
- Experience of working on a till system (Desirable)
- Experience of functions and large-scale events (Desirable)
- Evidence of learning beyond the workplace (Desirable)
- A professional outlook and appearance (Essential)



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**A PLACE WHERE ALL
STUDENTS AND STAFF HAVE
EQUALITY OF OPPORTUNITY
AND SUPPORT”**



APPLICATION DETAILS

Vacancy details:

Term time only

Monday to Friday; 20 hours per week (09:45am until 2:00pm)

£9,976 per annum paid in 12 equal monthly instalments

Local government pension scheme

Deadline:

Closing date: **Friday 18 October at 9:00am**

Interviews to be held early the following week

How to apply:

For further information, please visit www.emmanuelcollege.org.uk or call HR on 0191 461 4156 or email hr@emmanuelctc.org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



EMMANUEL COLLEGE

Emmanuel Schools Foundation

Principal **Matthew Waterfield MA**

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www.emmanuelcollege.org.uk



**EMMANUEL SCHOOLS
FOUNDATION**