

WORK WITH US AT FRAMLINGHAM COLLEGE

Recruitment Pack



Casual Catering Assistant

Employment Status	Casual Zero-Hours Basis
Employment Location	Framlingham College Senior School and Prep School
Closing Date for Applications	Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience
Interviews Week Commencing	As applications are received

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.

framlinghamcollege.co.uk/employment

Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Casual Catering Assistant at 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 enrichen 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 equip our young people with the habits and knowledge they need to thrive in their future adult world.

We are seeking to appoint reliable and motivated individuals who are looking to gain valuable hands-on experience working in a Catering environment. The successful applicants will deliver high-class catering to our students as well as to guests at functions and special events. As part of the Catering team there's the opportunity to learn Barista 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.

Staff have access to a suite of online training courses which can be used as part of personal and professional development. We also train the Catering teams in areas such as COSHH, RIDDOR, basic food hygiene, H&S as standard.

Due to the nature of being a boarding school, the department works across seven days, but do enjoy a non-working period over Christmas holidays as the school shuts down. Casual staff work on a zero-hour basis on an hourly rate of £10.50/£11.54 (depending on age). The College pays for an enhanced DBS which candidates can keep ongoing by subscribing to the DBS Update Service, this allows for flexibility if looking to go to University or Gap year and return to work during the holidays etc.

We offer straight shifts only; no split shifts and rotas are done in advance to ensure staff can retain a good life/study balance. Naturally for zero-hour staff flexibility is key and there's the opportunity to pick-up last-minute shifts to cover department absence.

To apply please complete an application form indicating your availability in a cover email, copies of which can be requested along with the recruitment pack from the HR Department on 01728 723789, email: Recruitment@framlinghamcollege.co.uk or from www.framlinghamcollege.co.uk.

If you require further information about the role and working arrangements, please email the HR team on Recruitment@framlinghamcollege.co.uk.

Louise North
PRINCIPAL, 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 reviewed upon receipt, you are therefore advised to apply at your earliest convenience.

You will be notified of an exact interview 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

Front of House Manager

Hours

Casual - Zero Hours Basis

Job Location

Framlingham College Senior School and Prep School

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 Prep as well as Framlingham College as necessary. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

Catering Assistant

- 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.
- Production of packed lunches for students.

Customer Service

- Serving students and staff at meal times.
- Serving visiting students 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.

Cleaning and Washing up

- Washing up after meals.



Continued from previous page

- 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, fridges, dishwasher, waste disposal and assorted small kitchen equipment.

Food Preparation and Presentation

- Vegetable preparation as requested by Head/Senior Chef.
- Production of packed lunches for students.

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 also be expected to take on further duties during holiday times as the business needs dictate.
- 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 of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

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

GCSE's or equivalent	D
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PROFESSIONAL EXPERIENCE

Previous experience in a catering post	D
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Experience in a customer-facing role	D
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PROFESSIONAL COMPETENCIES AND SKILLS

Able to organise own work effectively	E
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Good verbal skills: about to communicate effectively face to face with pupils, staff and guests	E
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Basic literacy and numeracy: in order to read instructions/complete forms etc.	E
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Awareness of Health, Safety and Hygiene regulations	D
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Working knowledge of equipment used in kitchens	D
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Basic Food Hygiene Certificate	D
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PERSONAL ATTRIBUTES

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

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

VALUES

Passion and belief in the transformational benefits of the College's aims and vision	E
A clear commitment to delivering best practice in safeguarding	E
Values and promotes diversity and inclusion	E

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.

