**GENERAL INFORMATION**

**The School**

Earlscliffe was founded as an independent, day and boarding, sixth form college in 2012 and is part of Sussex Summer Schools Ltd, an educational company founded in 2002. Earlscliffe has been an educational centre in Folkestone since c.1923.

Earlscliffe is fully co-educational, educating boys and girls from 15-19yrs. The majority of students live in our four residences. There are currently approximately 80 students from 26 nationalities in the school. There are approximately 20 teaching staff (p/t and f/t) and about 50 employees in total. In the Easter and summer vacation periods we operate holiday courses.

More details about the School can be found on www.earlscliffe.co.uk

**JOB DESCRIPTION – Catering Assistant**

**Responsibility**

The Catering Assistant is responsible to Helen Simmonds, Bursar, although the direct line manager is the Head Chef.

**DUTIES**

**Food preparation**

* Assist in the preparation and presentation of food.
* Prepare all food items within agreed cooking methods and portion controls.
* Implement and maintain the School’s food standards, and work with the Head chef and Sous Chef to improve where possible.
* Ensure the food safety of students with particular and special dietary requirements.

**Health and safety**

* Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
* Maintain highest levels of cleanliness and hygiene within the kitchen area and ensure that the cleaning schedule is completed on a daily basis.
* Carry out a deep clean as directed by your line manager.
* Ensure compliance with the School’s Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
* Report immediately any machinery faults to the Head Chef/Sous Chef
* Co-operate with the employer on all issues relating to health, safety and welfare.
* Maintain a high standard of personal cleanliness and hygiene.

**Food Service**

* Serve staff, students and visitors at service time to the required standard and promote a warm, friendly atmosphere.
* Supervise and look after students in the dining room ensuring good order and discipline in accordance with School policies.

**General**

* Assist in the production and service of special functions, as required.
* Attend meetings and training courses as may be required for personal and professional
* development.
* Undertake such other work as may be requested by the Head Chef up to or at a level consistent with the principal duties and responsibilities of the role.

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 will be to adhere to and ensure compliance with the School’s Safeguarding Policy Statement 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 his/her Line Manager or the School’s Designated Safeguarding Lead, Mr Tim Fish.

**OUTLINE TERMS AND CONDITIONS**

**Working Hours, Holidays, Salary and Other Matters**

Your normal hours of work are as necessitated by the needs of the business as per your rota. These hours will be your normal hours of work unless otherwise agreed between you and the Company.

Statutory holiday entitlement including bank holidays per annum, which must be taken during School holidays.

After 3 months of service, the School auto enrols employees in a pension plan – it is possible to opt out. The School is keen to help develop the skills of its staff and looks to provide appropriate training as necessary.

**Safer Recruitment**

Earlscliffe 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 references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Interviews will be conducted in person, and they will explore candidates’ suitability to work with children.

**Other Information**

**APPLICATION PROCESS**

Applications must be made using the School’s Application Form which has been sent with the Job Description (can be requested from Helen Simmonds: [helensimmonds@earlscliffe.co.uk](mailto:helensimmonds@earlscliffe.co.uk))