



CATERING ASSISTANT

Temporary (Maternity Cover) Part-Time (16 hours per week) Term-Time

1. INTRODUCTION AND TITLE OF THE POST

The Silver Robin restaurant is currently seeking one part-time catering assistant to join its staff from the beginning of the new academic year ie 26 August 2022 and ending on 14 October 2022. This is a temporary, term-time only position for 16 hours per week to cover a maternity absence.

The Silver Robin restaurant serves both the secondary and preparatory departments of Sullivan Upper School. It is extremely popular with both pupils and staff, serving on average over 550 meals per day.

2. LINE OF ACCOUNTABILITY

The person appointed will be responsible to the Catering Manager. All members of the non-teaching staff report, through their line managers, to the Bursar and through her to the Headmaster of the School and the Board of Governors.

3. PRINCIPAL DUTIES

An outline of the main duties and responsibilities of this post is attached in Appendix 1 (see page 5).

4. REQUIREMENTS FOR THE POST

Applicants are invited to show clearly on their application forms how they meet the requirements for post.

A ESSENTIAL CRITERIA - the person appointed to this post must:

Skills/Abilities

- A1 be physically fit to enable them to discharge the duties associated with the post – eg lifting and moving pots; loading and unloading dishwasher; sweeping, mopping and vacuuming floors; cleaning of equipment and server;
- A2 have the ability to work well on their own, as well as under direct supervision;
- A3 have the ability to work well under pressure.

A4 Personal Qualities

- be over 18 years of age;
- have a clean and tidy appearance;
- have the ability to communicate well with both staff and pupils;
- be an enthusiastic and flexible team player.

B DESIRABLE CRITERIA - preference may be given to applicants who:

- B1 have a qualification in Basic Food Hygiene or the equivalent;
- B2 have had previous catering experience;
- B3 have knowledge of hygiene and health and safety procedures.

The school reserves the right to enhance the criteria if necessary for the purposes of producing a manageable shortlist.

When applying for the post, applicants should show clearly how they meet the essential and/or desirable criteria for the post.

It is essential that you fully describe in the application form how you meet each of the criteria sought. Please provide detailed information against each requirement, providing dates and ensuring that where requirements are time-bound (eg 1 year within the last 5 years) you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

5. TERMS AND CONDITIONS OF SERVICE

Salary

These are in broad terms, the terms and conditions of service which are determined for the Catering Services throughout the five Education and Library Boards. The school follows the conditions of service determined by the Joint Negotiating Council for the Northern Ireland Education and Library Service as the basis for its own and applies the percentage increases in salary rates that are negotiated annually for the catering services. There is also an opportunity for the person appointed to join the NILGOSC superannuation scheme. Pay will depend on qualifications and experience and the wages for this post will be as follows:

**Catering Assistant: Spinal Points 1-2
Hourly rate £9.7664- £9.8639 per hour**

The person appointed will be paid for the number of school days worked and will be entitled to statutory holidays (13 days) and 21 days' annual leave (which rises to 25 after 5 years' service), to be taken during the summer holidays. This leave is pro-rated for appointments of less than 12 months. For periods of school closure, when an employee is not on annual leave or required to report for cleaning duty, a retainer of half the basic pay will be paid on the condition that the employee returns to work at the end of the period of school closure. Retainer pay is paid following return of the end of school closure. Catering assistants are provided with the option to avail of a daily school meal for which a daily charge of £0.30 is deducted from pay.

Hours

The person appointed will work for **16 hours per week from 11.30 am to 2.30 pm** on a daily basis plus one additional hour per week to be agreed in advance with the Catering Manager during the school year from September to June.

The person to whom the post is offered will be given a draft contract of employment, which will set out the terms and conditions of employment and, when agreed and signed, form the actual contract for that person. All appointments will be subject to the completion of a period of probationary service of three months.

6. PROCEDURE FOR APPLICATIONS

- (a) Applicants for this post are asked to complete an application form. **It is preferred that application forms are emailed** (in Microsoft Word version) to the Headmaster's Personal Assistant, Mrs Amanda Graham at agraham813@c2ken.net. An acknowledgement will be sent by return of email. The format of the application form should not be altered in any way. Candidates should note that PDF or Apple 'Pages' versions of the application form should not be emailed.

If you do not have access to email, you may hand-deliver or post the application to the Headmaster's PA, Sullivan Upper School, Belfast Road, Holywood, BT18 9EP.

Application forms are available on the school's website (www.sullivanupper.co.uk) or by e-mail (agraham813@c2ken.net) from Mrs Amanda Graham, Headmaster's PA.

The closing date for the receipt of applications is **Monday 30 May 2022 at 12.00 noon** and applications received after 12.00 noon on that date will **not** be accepted.

- (b) A shortlist of applicants to be interviewed will be drawn up.
- (c) Interviews will take place following the shortlisting process with **Tuesday 14 June 2022** currently the proposed interview date.
- (d) Candidates who have not been shortlisted will be notified once the interviews have taken place.
- (e) The person to whom the post is to be offered will be informed and when the offer of the post has been formally accepted, all other shortlisted candidates will be informed of the outcome.
- (f) A reserve list for future, similar vacancies will be maintained which will normally be kept open for no longer than twelve months unless there are cogent reasons for extending the period. The Board of Governors reserves the right to appoint an alternate candidate from the reserve list, without re-advertisement, for such future vacancies or if any change in circumstances should mean the successful candidate is unable to take up the post.
- (g) Applicants are referred to the Privacy Policy for Applicants which is available on the school's website at www.sullivanupper.co.uk.
- (h) It is the policy of the Board of Governors that all those eligible for employment will have equal opportunity for employment and promotion in the school, irrespective of gender, including gender reassignment, marital or civil partnership status, having or not having dependants, religious belief or political opinion, race, disability, sexual orientation or age. Selection for employment and promotion will be on the basis of ability, qualifications and aptitude to carry out the duties of the post.
- (i) Interviewees will be required to bring photographic proof of identity ie a passport, driving licence or electoral identity card and an original birth certificate and/or marriage certificate (as appropriate). These should be presented to the designated member of staff immediately prior to interview. **Interviewees should therefore ensure that they arrive at least 15 minutes prior to the scheduled interview time.** Applicants are assured that the recruitment panel is not involved in these identity checks.
- (j) Canvassing of any kind will disqualify.

7. CONDITIONS OF APPOINTMENT

- [a] Sullivan Upper School is fully committed to the implementation of Child Protection procedures as outlined in Department of Education Circulars. Therefore, all applicants should be aware of the following:

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007. Appointment to this position is subject to the successful candidate undertaking an enhanced disclosure check through Access NI and to this check being clear of any offences which might affect appointment to this post. This check currently costs **£33** and the successful candidate will be required to pay the school for this service. The appointment will be confirmed upon receipt of a satisfactory Enhanced Disclosure Certificate from AccessNI. (Further information is available from www.accessni.gov.uk or www.deni.gov.uk).

AccessNI has published a Privacy Notice on the Department of Justice website. This can be found at <https://www.justice-ni.gov.uk/publications/ani-privacy>. All signatories are

urged to read this and understand the contents, and to note the mailbox for data protection queries.

- [b] As an employer, Sullivan Upper School has a legal responsibility to prevent illegal migrants working in the UK. The applicant's right to work in the UK will be checked before confirmation of appointment.
- [c] Proof of qualifications will be requested before confirmation of appointment.
- [d] Two written, satisfactory references will be sought before confirmation of appointment, one of which must be from the most recent employer.
- [e] Receipt of satisfactory health clearance – upon receipt of the completed Health Declaration Form, the school's Occupational Health Advisor will assess the form, which may require the successful candidate to attend a medical examination.

8. INFORMATION ABOUT THE SCHOOL

Sullivan Upper School is a large co-educational and interdenominational voluntary grammar school situated in 25 acres of its own grounds on the edge of Holywood, overlooking Belfast Lough. There are at present 1,250 pupils in the school, some 180 of them in the Preparatory Department. It is owned and managed in all its affairs by the Board of Governors of the School, which is drawn from the local community and reflects the main religious denominations of Holywood. The school is funded directly by the Department of Education for Northern Ireland.

There are 47 full-time members of the teaching staff, 6 job share teachers and a further 19 part-time teachers in the secondary department. The school is well served by 65 non-teaching staff who work in the administrative, financial, technical, clerical and maintenance areas of the school's activities

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SECTIONS OF THE COMMUNITY

C J W PEEL
Headmaster

May 2022

SULLIVAN UPPER SCHOOL JOB DESCRIPTION

POST: CATERING ASSISTANT

REPORTS TO: UNIT CATERING SUPERVISOR

1.0 JOB PURPOSE

To actively participate in the daily operation of the Silver Robin Restaurant under the direction of the Unit Catering Supervisor.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the Silver Robin.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 The basic preparation of food and beverages including the preparation of vegetables and snacks using appropriate equipment.
- 2.2 Simple cooking using the reconstitution of prepared food.
- 2.3 Organisation and control of food service point
- 2.4 The transferring and serving of meals and snacks including transported meals.
- 2.5 Assisting with the promotion of meals to pupils, parents, staff, visitors and the Principal.
- 2.6 The preparation of the dining area:
 - (a) the setting out of dining room tables, chairs, benches and serving points as required by the meals service
 - (b) the setting of tables, laying out of cutlery, water jugs etc.
- 2.7 General kitchen and dining room duties including washing up, clearing away equipment including tables, chairs and benches. The cleaning of the kitchen/servery, dining room and equipment including floors and walls.
- 2.8 Recording of temperatures for control purposes as required.
- 2.9 Securing of premises as required
- 2.10 Duties as delegated in connection with service provision.
- 2.11 Duties involving till operation:
 - (a) The correct care and maintenance of the tills
 - (b) Correct programming procedures and updating of prices
 - (c) Correct daily operational procedures of tills
 - (d) Customer care
 - (e) Maintaining records appropriate to the smart card operation

3.0 GENERAL CONDITIONS

- 3.1 All duties must be carried out to comply with:
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (b) Codes of Practice
- 3.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 3.3 All necessary administration must be completed.
- 3.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

4.0 WAGE RATE

Scale 1b Spinal Points 1-2

Point 1 - Hourly Rate **£9.7664**

5.0 DAILY SCHOOL MEAL

Catering assistants are provided with the option to avail of a daily school meal for which a daily charge of £0.30 is deducted from pay.