



# KITCHEN ASSISTANT

PART TIME, 44 WEEKS PER YEAR, MON-FRI 09.00 - 14.45

## Job Summary

Our school kitchen is a busy environment providing freshly prepared school meals to students and staff, from breakfast to supper time, during term time weeks. Our catering team is made up of Chefs and Kitchen Assistants covering weekdays and weekends under the guidance of the Catering Manager and the Head Chef. In addition, catering staff are required to work during some school holiday weeks providing meals for external lettings. This contract is therefore offered on a 44 week per year basis covering 35 term time weeks plus 9 weeks of lettings (planned for October, Easter and throughout the Summer). We will also be running a year-round Nursery from September 2025 which will require some catering support. Weeks falling outside the contracted times can be taken as leave, with 5.6 weeks (28 days) statutory holiday pay added to the salary.

## Our Community

St Mary's is an exceptional boarding and day school for girls aged 11 to 18. It is a place where students feel appreciated, celebrated, and understood by friends and staff alike. We inspire girls to achieve academically, discover and nurture their unique talents, and create lifelong friendships.

St Mary's shares its site with St Margaret's Prep, also home to the Bluebirds Nursery, enabling us to welcome children from 2 to 11 years. St Margaret's is a vibrant co-educational day school offering inspirational learning to approximately 180 pupils.

As well as innovative teaching, learning and a wide co-curricular programme, both schools offer outstanding pastoral care and, joined by the St Mary's School Sports Club, offer a warm inclusive community.

Our site provides an exceptional working environment surrounded by landscaped and natural outdoor spaces in the heart of the Wiltshire countryside. Our staff are talented and motivated and show deep dedication to fulfilling the potential of each of our students, both in and out of the classroom.

St Mary's is committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, successful applicants are required to undertake an Enhanced DBS check and a number of initial online safeguarding courses.

**We look forward to receiving applications from candidates who are ready to thrive as part of our friendly team, offering essential support to the school community.**



## Terms of the Role

### Permanent Contract (term time plus 9 weeks per year)

- Permanent contract, part time hours, 44 contracted working weeks per year.
- 28.75 hours per Week, Monday to Friday (5.75 hours per day 09.00-14.45).
- 5.6 weeks (28 days) per year paid holiday.
- Contracted working weeks: 35 term time weeks, plus 9 weeks outside term time (1 week in October half term, 2 weeks in Easter holidays, 6 weeks in the Summer).
- Salary based on national living wage as at April 2025, £12.21 per hour, equivalent to a full time salary of £25,397 per annum, pro-rated to £17,411.60.
- Salary pay is divided equally and paid over 12 months (£1,450.97 per month).

The primary objective of the Catering Department is to ensure the provision of a caring, responsive, smooth, seamless and flexible operation to satisfy the needs and expectations of pupils, staff and parents at all times. All catering staff are expected to actively contribute to the achievement of this objective.

### Lettings Weeks

Working during lettings weeks may require extra flexibility to cover differing times of the day to normal term time shifts and also to cover weekends. Hours will be agreed in advance of lettings weeks but will be equal to 28.75 hours per week.

### Overtime / Weekend Hours

Any agreed overtime or term time weekend hours are paid as flat rate overtime, agreed in advance.

### National Living Wage

As at April 2025, £12.21 per hour, equivalent to a full time salary of £25,397 per annum.

### Adjustments to Pay

Pay for qualifying periods of sick leave will be paid in line with Statutory Sick Pay (SSP) guidelines. Other absences will be treated as unpaid leave and deducted from pay. Agreed overtime may sometimes be offered to cover colleague absence or special events. Overtime is paid at flat rate.

## Desirable Skills / Qualities

- Smart, professional appearance
- Professional manner
- Flexibility
- Punctuality
- Reliability





The Catering Department operates in various locations on site including the Main Kitchen, Boarding House Kitchens, associated dining rooms, and occasionally elsewhere on site or off site as required.

#### **Duties as directed by the Catering Manager, Head Chef, Second Chef or Chef on duty:**

- Ensuring that the Schools' standards of hygiene, safety and cleanliness are met and maintained in all Catering operational areas and at all times
- Assisting with aspects of food preparation, presentation and service (including in the servery)
- Ensuring that the Schools' standards are met at the end of the day/shift, specifically: for cutlery, crockery, glassware, dining room and kitchen utensils processed through the dish wash area
- Accurately complete necessary task records
- Undertaking regular cleaning and deep cleaning, when directed, of kitchen floors, walls, serving stations, kitchen equipment and dining room tables/chairs
- Assist at special functions which may be held on/off-site and out of normal working, including at weekends.
- Attend in-service training appropriate to the department, to keep necessary skills up to date and to participate in the school appraisal and development scheme
- To carry out any other duties that are within scope, spirit and purpose of the job and its title as requested by the Catering Manager and/or senior catering staff

#### **Further Details**

The school believes that every individual, regardless of age, disability, gender reassignment, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation, is of value and worthy of being treated with respect. This belief is central to the way in which the school operates.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. The school's Child Protection Policy is available on our website and a hard copy of this is available on request. Extracts from the school's policy are appended as the final page of this document.

**Our schools are committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, the successful applicant will be required to undertake an enhanced DBS check.**





## The Benefits of Joining Our Team

Our schools are set in their own attractive 24 acre grounds and boast a homely atmosphere and friendly, supportive colleagues.

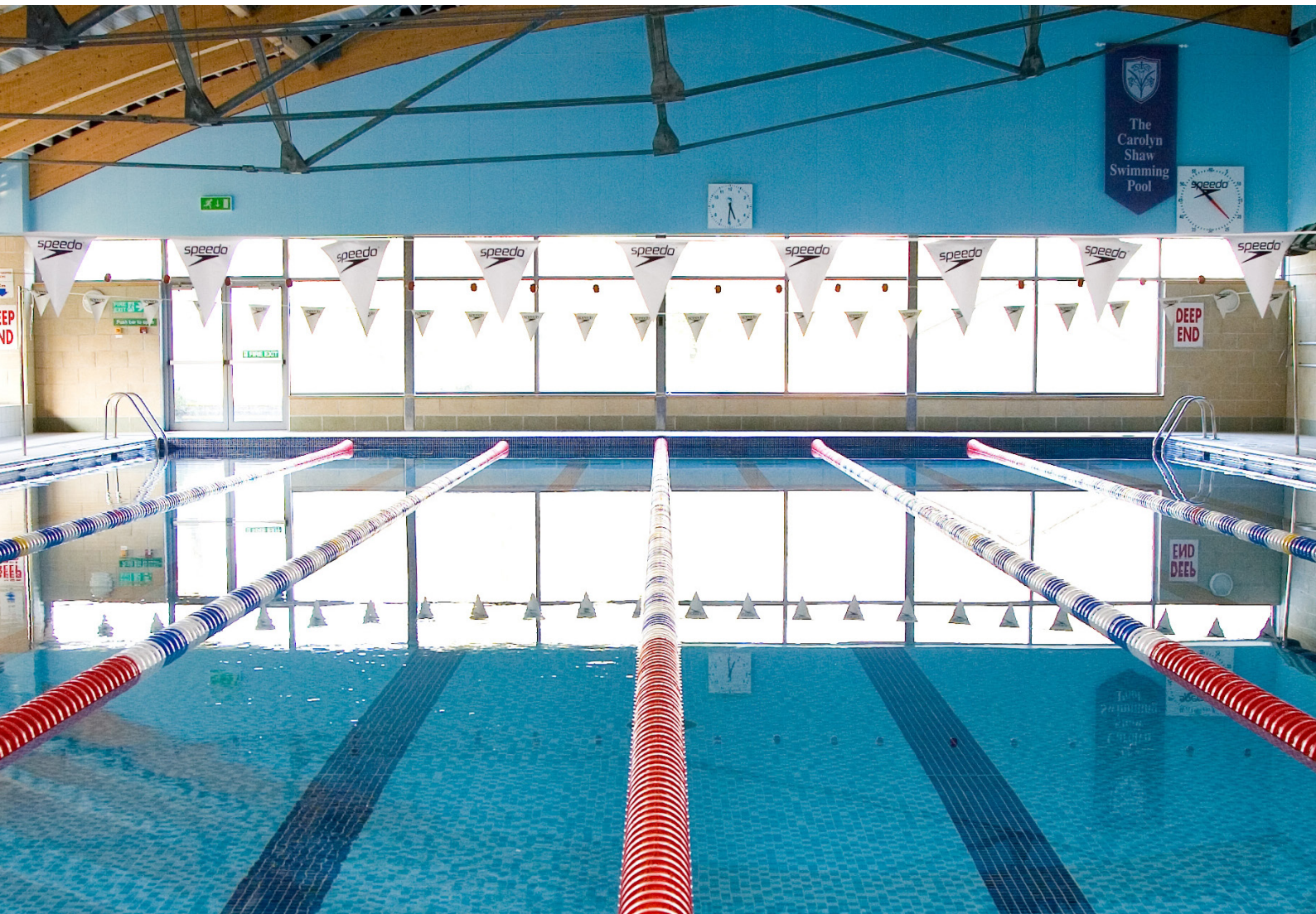
Our Head, Anne Wakefield leads both schools with support from Head of Prep, Alex Hopkins, and the Senior Leaders across both sites.

### We can offer you:

- An Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice in addition to health, well-being and medical support.
- A pension scheme with generous employer contributions (Scottish Widows) for eligible staff.
- Employee Life Cover (death in service benefit).
- Discounted membership of the on-site St Mary's Calne Sports Club, offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership for eligible employees (minimum number of contracted hours per week applies).
- Free on-site parking.

For more information about our schools visit

[www.stmaryscalne.org](http://www.stmaryscalne.org) and [www.stmargaretsprep.org.uk](http://www.stmargaretsprep.org.uk)





## Appendix 1: Extract from the School Child Protection Policy

St Mary's Calne and St Margaret's Prep fully recognise their responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2024" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2023" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

We have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

### What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

### What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

September 2024

