

Job Description for Catering Assistant

The Ladies' College

The Ladies' College was founded in 1872. It is a member of the GSA and operates as a direct grant school within the Bailiwick of Guernsey. There are 562 pupils between the ages of 2 ½+ and 18. The Junior School, Melrose, (137 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department, where we currently have 30 full or part-time pupils. The Senior School (395 pupils) occupies purpose built premises opened in 1964 and has recently been both refurbished and extended. Our latest development "The Wessex Wing" for Mathematics, English, Music and a new refectory was opened in September 2016. The school is academically selective from the Preparatory Department upwards.

We have a three-form entry at 11+ and most classes comprise 20 to 24 girls. Our students take ten GCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form partnership with Elizabeth College (HMC boys' direct grant school). There are 27 individual subjects available at A-level with a maximum class size of 18. From September 2017 we will only be offering two year linear courses to maximise teaching time. Many subjects are offered at both Colleges which provides a large degree of flexibility in planning timetables and means that students are almost always able to take their chosen combination of A-levels. We also offer a Sixth Form Diploma and EPQ. Many classes are co-educational. Most students progress to university on leaving The Ladies' College.

Candidate Criteria

This position would suit candidates either with some experience of working in a catering environment.

A hygiene certificate is required and can be arranged through the College.

The successful candidate will be expected to maintain a clean and tidy appearance and will be provided with a uniform which must be worn at all times.

A pleasant and patient manner with children would be advantageous.

Duties

- Prepare The Core kitchen for break time service, to assist in service and assist in the clear down after service; a period of approximately 1 hour's work.
- Responsibility for preparing the dining room for pupil meals, including laying tables

and filling and setting out water jugs.

- Serve meals to pupils
- Clear away plates and utensils.
- Load dishwasher and washing up.
- Cleaning of kitchen area after lunch has finished and disposal of rubbish
- Other duties as assigned.

Hours

This position is term time only.

Hours are 10:30-14:00 Monday to Friday. There may be some additional hours required for evening events.

Remuneration

The remuneration for this post will be on the States of Guernsey Public Service Employee (PSE) scale, A1-A3; which equates to £9.5305/hour through to a maximum of £9.8679/hour at the time of writing. The level of remuneration will be commensurate with experience.

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing.

Other benefits

Staff are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Living and working in Guernsey

Residence in Guernsey is controlled by the Housing Authority. The College is required to apply for a Housing Licence on behalf of staff who are not locally qualified residents. The standard licence for a class room teacher is 5 years. The licence for a Head of Department is 15 years.

Please note that there is no licence associated with this role and therefore applicants must have a current Housing Licence or Right to Work document.

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced Disclosure and Barring Service (DBS) check and be able to prioritise the well-being of young people in our care.

Once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise.