

APPLICATION PACK FOR THE POST OF Catering Assistant

Required as soon as possible.



Warwick
Schools
Foundation



Enabling transformation through the power of education

Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Catering Assistant.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Catering Assistant to support our Foundation Catering Department in providing high quality food for the core pupil dining service.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



The Warwick Schools Foundation is a unique and inspiring group of schools. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

Richard Nicholson, Foundation Principal



About Warwick Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7).

From September 2025, Kingsley will move to become fully co-educational, and we will initially welcome boys into Years 7 and 12. Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

www.warwickprep.com

www.kingshighwarwick.co.uk

www.warickschool.org

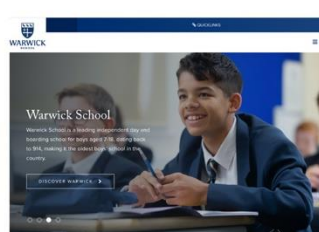
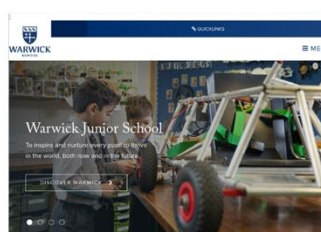
www.thekingsleyschool.co.uk

More information on the Foundation can be found at

<https://www.warickschoolsfoundation.co.uk/>

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISA
- ISBA
- ISA
- IDPE



Organisational Structure

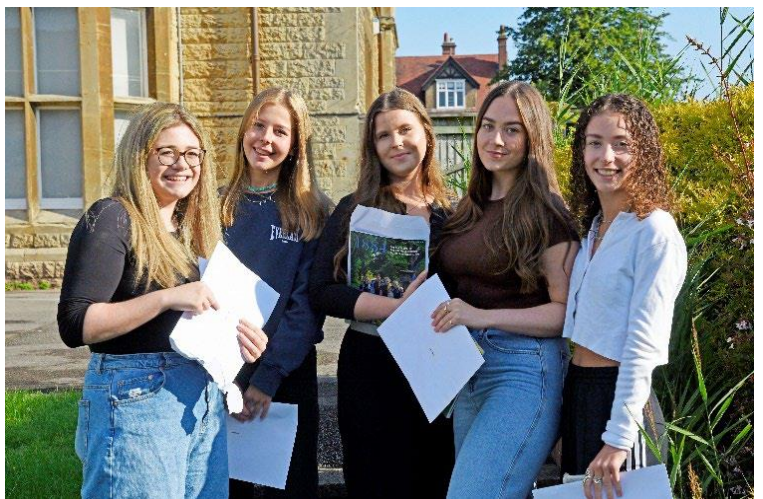
Warwick Independent Schools Foundation, known as “Warwick Schools Foundation”, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of the Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

‘To advance education by carrying on in or near Warwick, day and boarding schools for boys’ and girls’.

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Front of House Manager and also accountable to the Executive Head Chef.



Our Facilities

Warwick Campus

Home to some 2,600 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – saw the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

- W Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- W New landscaping, creating a series of pedestrianised Quads.
- W A shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- W Improved play space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- W A new home for the pupils of King’s High School.
- W A shared Music School for the pupils of King’s High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a few minutes’ drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the Sixth Form Centre.

Sports Development

A programme of enhanced sporting facilities across Warwick and Leamington sites is underway.



Warwick & Surrounding area

Warwick is the County Town and sits on the banks of the beautiful River Avon. It combines medieval history and architectural wealth with a modern vibrancy rich in bars, restaurants, and culture.

There are also many great places to live nearby. The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

Warwick itself has an annual literary festival; in recent years, a number of events have been held within both King's High School and Warwick School.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining, and nightlife.

Road and rail links are exceptional. There are mainline train stations in Warwick, at Warwick Parkway, just outside town, and at Leamington Spa with the Chiltern Line providing a good service to Marylebone London and Birmingham. London is less than an hour and a half away by train, and Birmingham has its own international airport.



Our schools are deeply connected to the local area. We are committed to developing our partnerships, for our Foundation to mean more to more people and, thanks to the generosity of The King Henry VIII Endowed Trust, Warwick and The Charity of Sir Thomas White, Warwick, and individual donors, extend a Foundation education to more young people. We know too that to fulfil our ambitions, we will need to draw on the generosity of our community: time, talent, and for those who can, financial.

James Barker, Head Master, Warwick School



Job Description

Post Title:

Catering Assistant

Hours of Work:

Please note that we are recruiting for a number of Catering Assistant vacancies.

We have shift patterns available Monday to Saturday and timings will be discussed further at interview.

Pay Banding:

Point 11 of the Foundation Pay Scale: FTE £22,011. Actual salary will depend on the shift pattern.

Location:

On Site / Warwick Campus

Start Date:

As soon as possible.

Reporting Lines

The post holder will report to the Front of House Manager and also accountable to the Executive Head Chef.

Purpose of this Job Description:

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Responsibilities

- To assist with the preparation of and service of all meals and refreshing as determined by the Head Chef and Front of House Manager
- To assist with the preparation of the dining rooms and kitchen ready for service.

- To ensure the safe service of all meals and drinks.
- To ensure the kitchen and dining rooms are cleaned and maintained to a high standard during and after service.
- To wash up, dry, and store crockery, cutlery, glasses, pots, pans, and utensils in a safe and hygienic manner.
- To sweep, mop, wipe and clean floors, walls, tables and all kitchen surfaces and equipment.
- To comply with Statutory Regulations pertaining to the safe and hygienic operation of the kitchen as directed by the Head Chef or Front of House Manager, including the maintenance of records.
- To assist in ensuring the physical security of the kitchen, food stores and catering office at all times.
- To carry out any other reasonable requests by the Head Chef, Front of House Manager or Foundation Head of Operations Manager.
- To assist with school events outside of normal hours, with prior notice.

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety:

As an employee you are expected to:

1. To take reasonable care of your own health and safety
2. To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. To co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not to interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. To report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. To tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Particular H&S issues for this post are:

8. To use electrical (polishers, vacuums, steam machines) in a safe and proper manner following all safety precautions including checking for damage to cables and plugs at the commencement and finish of usage.
9. To ensure full compliance with COSHH regulations to include correct dilution rates and usage according to manufacturer's instructions.

Person Specification

| | Essential Criteria | Desirable Criteria |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualification | <ul style="list-style-type: none"> Functional English Language skills Basic key skills | <ul style="list-style-type: none"> Health and Safety training Food Safety training Manual Handling training Supervisory certificates |
| Experience/ Knowledge | <ul style="list-style-type: none"> Experience of working in a Catering environment or similar | <ul style="list-style-type: none"> Worked in a school kitchen. Hospitality or Service sector experience Has supervisory experience Knowledge of Fire Safety procedures Knowledge of Food Safety procedures |
| Skills/Abilities | <ul style="list-style-type: none"> Food handling and production techniques An appreciation of cleanliness and hygiene standards and a basic knowledge of Health and Safety at Work requirements An appreciation of the importance and value of a service culture | <ul style="list-style-type: none"> Catering knowledge of food production |
| Personal Attributes | <ul style="list-style-type: none"> Shows integrity and discretion. Remains calm under pressure Good communicator Pleasant and courteous manner | <ul style="list-style-type: none"> Able to communicate well with staff and visitors. Interested in and happy to communicate with young people. Interested in different cultures. Resourceful Independent |
| Safeguarding Children, Young People and Vulnerable Adults | <ul style="list-style-type: none"> Understands their role in the context of safeguarding children, young people, and vulnerable adults. Ability to form and maintain appropriate relationships and personal boundaries with children and young people | |
| Equal Opportunities | <ul style="list-style-type: none"> Understanding of the requirements of Equality and Diversity | |

Remuneration

Pay Banding:

Point 11 of the Foundation Pay Scale: FTE £21,472. Actual salary will depend on the shift pattern.

Other benefits:

- W Competitive contributory pension scheme.
- W Six weeks annual holiday plus public holidays
- W Staff Fee remission at our Warwick Campus.
- W Use of the Sports Complex for staff.
- W A strong, supportive staff community.
- W Free parking on site.
- W Employee Assistance Programme.
- W Free meals and refreshments provided during the working day.

How to apply

To apply for this role please complete the application form found by following this link: [Application Form](#)

Completed applications should be submitted to hr@warwickschools.co.uk

Deadline for submissions:

Closing date: will close on sufficient applications.

Interviews: as and when applications are received.

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity, and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and culture that values diversity and inclusion.

