



## St Benedict's Catholic College



## KITCHEN ASSISTANT Application Pack

### Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first.

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for a Kitchen Assistant.

#### The successful candidate will be:

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

#### We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Mr Chris Brown on 01206 549222.

The closing date for applications is Thursday 13<sup>th</sup> March 2025 (midday), however please apply as soon as possible as we may interview prior to the closing date should we receive sufficient applications.

Please apply by completing an application form which can be obtained from the College website [www.stbenedicts.essex.sch.uk/vacancies](http://www.stbenedicts.essex.sch.uk/vacancies) or by emailing Mrs Cat Miller, HR Administrator, at

## RECRUITMENT

[c.miller@stbenedicts.essex.sch.uk](mailto:c.miller@stbenedicts.essex.sch.uk). Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - [www.stbenedicts.essex.sch.uk/welcome/privacy-notice/](http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/)

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely



Jo Santinelli

**Principal**

## Flavour of the local area

The College is situated a short walk from Colchester city.

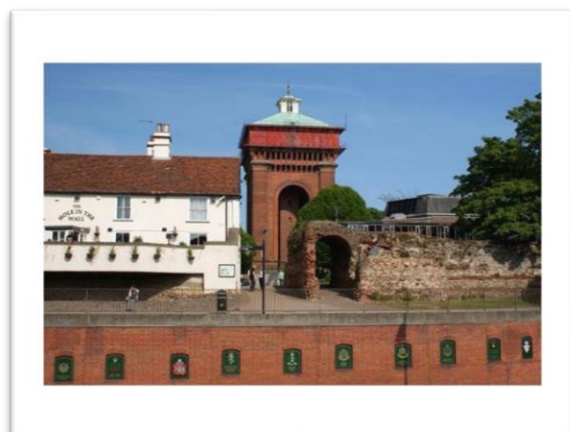
Colchester is a thriving, modern city with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the city, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The city also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



## KITCHEN ASSISTANT – Job Description

### Job Description

St Benedict’s Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

**Grade**            Scale 2

**Job Purpose** To assist the Catering Team Leader in the smooth running of the kitchen.

**Reports to**    Catering Team Leader

### Job role

- To support the Catholic ethos of the College
- General kitchen duties-preparing sandwiches, checking ovens etc.
- Cleaning, washing up, sweeping, mopping etc.
- To promote ‘Healthy Eating’ throughout the College.
- To learn the ‘Cashless System’.
- Operational control of all service points.
- To complete and maintain some stock control.
- Knowledge of hygiene, health, safety and security in the kitchen to comply with all current legislation and the implementation of new legislation.
- To work with the College and Governing Body ensuring that effective communications are maintained with particular emphasis on customer care and college ethos.
- To report any equipment faults and premises maintenance to the appropriate personnel and monitor follow up actions.
- To ensure the correct, safe and economical use of fuel and equipment.
- Willing to learn new skills.

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

**Person specification**

<b>Qualifications and experience</b>	<b>Essential</b>	<b>Desirable</b>
Specific qualifications or experience of catering	✓	
Good reading and writing	✓	
Ability to count	✓	
Ability to complete and use basic forms	✓	
<b>Personal Qualities</b>		
Good organisational skills	✓	
Ability to manage own time effectively	✓	
Ability to exchange routine verbal information clearly	✓	
Seek support to overcome communication barriers with children and adults	✓	
Be prepared to develop and learn in the role		
<b>Skills and abilities</b>		
Ability to follow instructions	✓	
Ability to establish rapport and respectful and trusting relationships with others	✓	
Able to work effectively in teams with a range of adults	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
Understand the role of others working in and with the school		✓
Understand the school's behaviour management policy		✓
Understand and support the differences in children and adults and respond appropriately		✓
Demonstrate ability to resolve routine problems independently	✓	
Demonstrate an awareness and commitment to equality	✓	
Basic understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	
Basic understanding of the learning experience provided at the school		✓
Basic understanding of the way in which children develop		✓



