



Kimbolton School

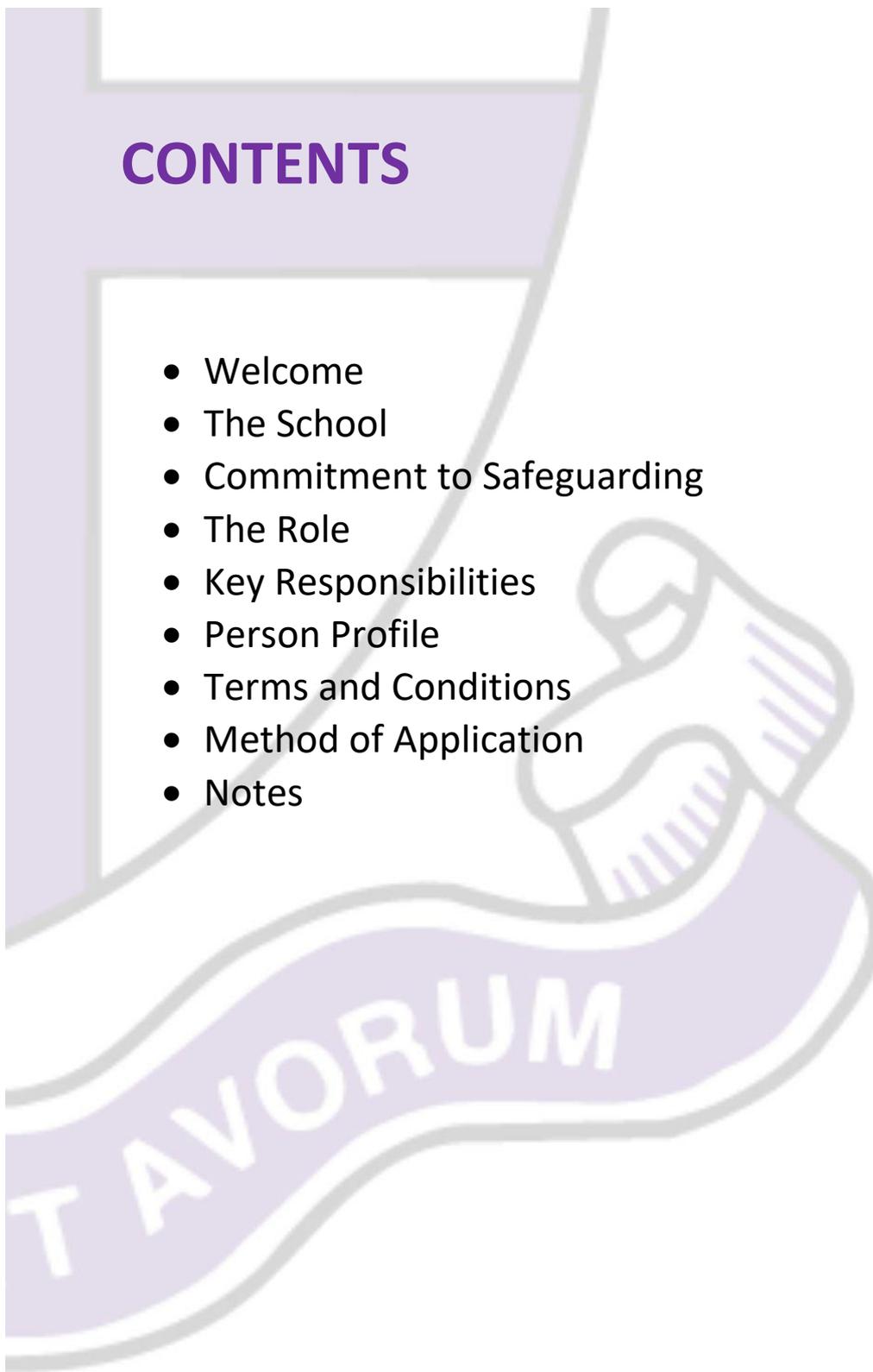
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APPLICATION PACK

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Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part-time and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, "Safeguarding Children – Keeping Children Safe in Education Sept 2021, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies.

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Food Service Assistant

Required as soon as possible

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1,000 children aged 4-18 in a co-educational, predominantly day environment, although there are approximately 50 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimbolton.cambs.sch.uk.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The Kimbolton catering team, under the guidance of the Executive Chef, deliver meals for around 1,100 pupils and staff on a daily basis during term time. The team also deliver breakfast, lunch and dinner for the school boarders, to include weekends (term time only).

Whilst the school feeding is the key focus to a working day, there are also hospitality and fine dining dinners within the Castle State rooms. Once the school term finishes, the kitchen team host weddings and other celebratory parties to the public in the Castle State rooms and within the fabulous grounds.

The Food Service Assistant will be required to assist generally with the preparation, service, distribution of goods and cleaning of the department to comply with Kimbolton School standards.

Key Responsibilities

- To comply with all the appropriate legal requirements in the kitchen and service areas.

- To assist, as directed, with all aspects of preparation and presentation of the food to the Kimbolton School standard.
- To organise the 'mise en place' of the Function Rooms.
- To undertake all aspects of cleaning equipment, ie pots and pans, cutlery, crockery and glassware to a high standard of cleanliness, with health and safety regulations observed at all times.
- To ensure tables are left as clean as is reasonably practical.
- To assist in loading service counters as and when directed, and to ensure sufficient supplies throughout the service period.
- To ensure a high standard of personal and general cleanliness and hygiene to comply with the statutory and Company regulations.
- To receive any training as is necessary to maintain standards in the unit.
- To attend to any reasonable request by management.

Person Profile

We seek to appoint a presentable person who will operate with integrity and sensitivity. The person will need to be able to think on their feet and have a high degree of common sense. They will also need to be flexible and committed to the cause and often prepared to go beyond the call of duty.

Terms & Conditions

Responsible to: Front of House Manager

Liaise with: Chefs, Catering Staff and Customers

Hours of work: 34.75 hours per week

0930 hrs – 1530 hrs for 4 days

0930 hrs – 1900 hrs for 1 day

0900 hrs – 1700 hrs every alternate Sunday

All breaks are unpaid and are to be taken as agreed with the line manager.

Term time only – 36 weeks

Remuneration:

Age related Rates	Excluding holiday pay	Including holiday pay
Under 18	£6.56	£7.48
18 to 20	£7.35	£8.38
21 and over	£9.59	£10.94

Pension: Kimbolton School operates a membership of a defined contribution pension scheme subject to the rules of auto enrolment and postponement.

Other benefits: Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.

Referees: The names and addresses of two professional referees are required. Referees will not be contacted without the permission of the applicant.

Method of Application

Please email a letter of application, together with the completed Application Form and the Supplement to the Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at recruitment@kimbolton.cambs.sch.uk.

The closing date for applications is: 9.00am Monday 13th June 2022
Interviews may be held before the closing date

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates. All posts are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. Please note that Kimbolton School does not have a sponsored Licence to recruit non UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimbolton.cambs.sch.uk/policies.