



Candidate Information
Catering Assistant

September 2022

The Catering Department

We cater, over two campuses, for eight hundred pupils aged from 2 to 18 years, plus an additional one hundred and fifty staff. As well as the day-to-day catering operation, we also cater for match teas, weddings, formal dinners and charity balls, barbecues, garden parties and dinners from three to 300 guests. We have a very hard working and dedicated catering team of around 25 and we work with predominately fresh, local ingredients, delivered daily. During the School holidays we cater for residential music courses and an overseas language school and the post is not therefore limited to School term times only. We currently hold five stars in the food safety scheme.

The Role

- Assist the chefs with basic food preparation, including beverages;
- Prepare the serveries and dining area for service, and serving as required;
- Washing up, clearing of tables and work surfaces and general cleaning of kitchen/dining areas, including emptying of bins;
- Assist in the checking-in and storing of supplies;
- Keep HACCP records, such as for refrigerators and food temperatures;
- Ensure the standards of cleanliness of the work areas, refectory, dining areas and meeting rooms are of a very high standard at all times;
- To ensure that pupils, staff, guests and visitors are given a prompt and efficient service and expectations are consistently exceeded;
- Ensure all tasks are performed to the highest required hygiene standards.

Person Specification

- Be customer focused at all times and provide excellent customer service;
- Have a can-do attitude and be flexible to sudden changes;
- Previous catering experience is desirable, although not essential, and training will be provided.
- Have very good organisational and time-keeping skills;
- Enjoy working and interacting with people and be a good communicator;
- Be very good at multitasking;
- Have high standards of work and very good personal presentation;
- Be a very good team player, reliable and trustworthy.

Terms and Conditions

We are looking for a Saturday Morning Catering Assistant to join our excellent catering team, to work 7.00am – 2.30pm (£13.56p/h).

There are approximately 25 working Saturdays per year.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Covering letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements.

To apply, complete the [application and monitoring form](#) and email it with a covering letter to hadmin@svs.org.uk or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

Please note: we reserve the right to appoint prior to the closing date.

Sutton Valence School is an equal opportunities employer.

Benefits to Working at SVS

Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes fourteen per cent.



Fee Remission



All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

School Meals

All staff are provided with excellent lunches with no charge.



Benenden Healthcare Membership



All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.



Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have disabled bays available.



The School

Sutton Valence School consists of Sutton Valence School (SVS) and Sutton Valence Preparatory School (SVPS).

Whilst not fiercely selective on entry, its value added statistics are impressive. For those subjects Sutton Valence offers at A Level, the School aims to be in the top 10% nationally for adding value, managing to bring out the academic potential in every pupil. Equally impressive is the breadth of education on offer, which at GCSE is tailored to each pupil's strengths, recognising that academic achievement is only one measure of success.

The Senior School's roll is currently 580 of which 110 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists.

Contained within the 100 acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool. Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 260 pupils between the ages of two and 11.



Vision, Mission and Ethos

Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident, civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

Ethos

A community where each cares for all and individuality is cherished.

Sutton Valence School is an equal opportunities employer.



Sutton Valence School

North Street

Sutton Valence

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www.svs.org.uk

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