

Bank/Relief Catering Assistant

Zero Hours

Required from May 2025

Society of Heads
Independent co-educational
Day and boarding
310 pupils (3-19 years)

Longridge
Towers School



CARPE DIEM

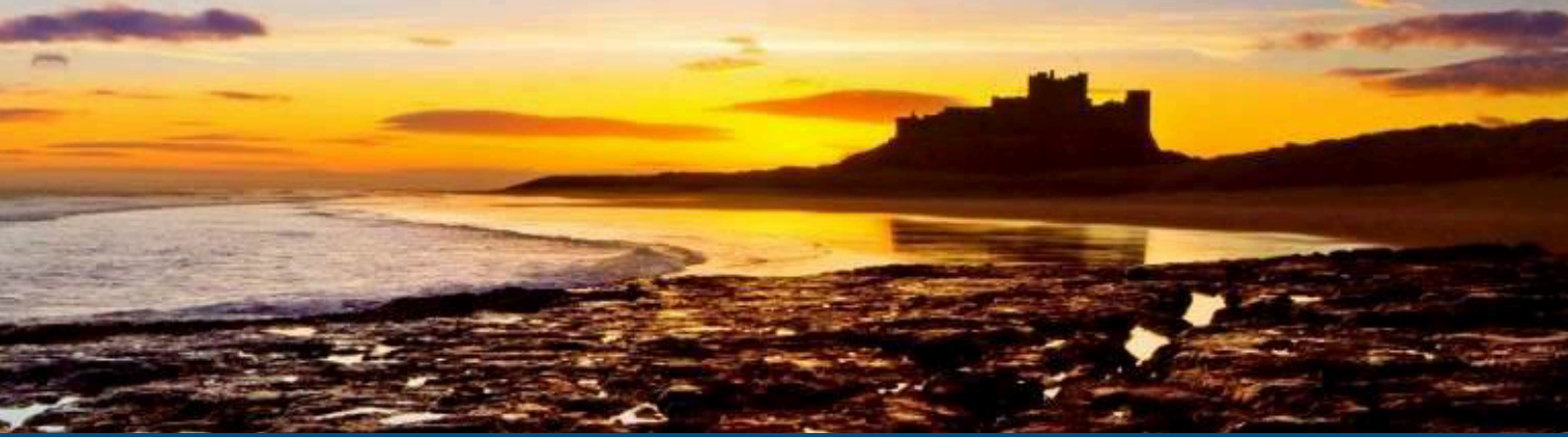


Longridge Towers School

Longridge Towers School is a small independent school set in its own beautiful, safe grounds; a perfect environment for pupils aged 3 - 19. We are a friendly and vibrant learning community, with high aspirations for the children in our care and the staff team that supports them.

Longridge is situated in North Northumberland, three miles from the picturesque town of Berwick-upon-Tweed.

The School attracts pupils from a wide geographical area on both sides of the English/Scottish Border.



Our Site and Location

We are fortunate to be surrounded by some of the most stunning and scientifically significant landscapes in the country.

Our pupils have access to pristine beaches scattered with fossils, while the coastal geology is internationally renowned. Just a short distance away, St Abbs Head and Seahouses are well known for their seabird breeding colonies, and boat trips to the Farne Islands offer unique wildlife experiences.

The River Tweed system has long been a hub for engineering innovation, exemplified by the nearby Union Bridge. We are also close to remarkable historical sites such as Bamburgh Castle, Alnwick, and Holy Island. As a school community, we are deeply enriched by these local treasures, and our pupils have countless opportunities to explore, appreciate, and learn from them.

Our onsite facilities include a library, science laboratories, a specialist music room, dedicated art studio, design centre, sports hall and an elegant Main Concert Hall as well as a theatre. Outside, the setting for our sports fields is breath-taking, with mature trees and open views across the Tweed Valley. We have extensive grass areas for rugby, hockey, cricket pitches, an athletics facility and we benefit from an all-weather sports pitch.

The grounds are also used as an outdoor classroom for science study, projects, nature watching, art and treats such as camps and treasure hunts, and of course our younger pupils always enjoy a Teddy Bear's Picnic.

Are you a flexible and reliable Catering Assistant?

Longridge Towers School is seeking to recruit a flexible, energetic and conscientious Catering Assistant to assist our existing team; working as and when required to provide cover for holidays, sickness and other absences.

Our Catering Assistants work a variety of part-time hours, Monday to Friday from 6.45am to 5.30pm, Monday to Friday during term time.

We are looking to appoint an experienced and self-motivated individual, someone who is friendly, dynamic and proactive, with excellent cooking skills, attention to detail and the ability to help plan, prepare and serve meals in a calm and efficient way. Previous experience of working in a school or similar would be a benefit.

REQUIREMENTS

- Previous catering experience is desirable but not essential.
- Experience of food preparation, cooking and baking .
- Knowledge of health and safety regulations in a catering environment.
- Ability to work well in a team
- Strong organisational and time management skills

RATE OF PAY

The rate of pay for this role is £12.21 per hour.



Catering Assistant

Responsible to: Catering Manager

THE ROLE

To assist the School's Catering Department with the operational efficiency of the catering service; preparation and presentation of food and beverages to the required standard. Maintain the highest standards of hygiene, specific dietary requirements and allergens as well as health and safety.

The school caters for approximately 250 pupils and 60 staff on a daily basis. Some of the pupils live on-site in the boarding department during the school terms. The catering operation can therefore be seven days a week during term time, as the catering team assist with the ordering and preparation of the boarding department's breakfasts and teas.

RESPONSIBILITIES

- To assist in the performance of the whole school catering provision;
- To assist with the catering provision to deliver healthy, high quality food that meets nutritional and dietary standards, avoiding processed products with added oil, sugar or salt when possible;
- To assist with the preparation and presentation of all food to the required statutory regulations and to the school standards;
- To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation;
- Check and unpack deliveries and ensure all raw and cooked food is stored correctly;
- To ensure delivery notes are checked against orders and any discrepancies identified are reported;
- To help with the preparation and cooking of all meals to the recipe specifications and nutritional guidelines;
- To be aware of allergens and take part in appropriate training;
- To help provide, where appropriate, special diets;
- To help drive a customer focussed team to provide an effective and professional service, ensuring food presentation is attractive and pupils and staff are treated in a patient, polite and courteous manner;
- To assist with the prompt service of all meals and functions as required;
- To assist with the implementation of local promotions/theme days as required;
- To ensure any comments regarding the catering operation – positive or otherwise, are noted and reported where necessary;
- To assist with stock control and rotation of stock;
- To occasionally assist with the organisation of special functions which may be outside of normal working hours.

COMMUNICATION

- To support the Catering Manager and Deputy Manager;
- To communicate effectively with pupils of all ages, staff, parents and visitors to the School;
- To assist with monitoring satisfaction levels of the food provided on a regular basis;
- Participate in weekly team meetings/briefings with all other catering staff;

HEALTH & SAFETY

- To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food equipment, materials and general safety;
- To ensure the safe operation of kitchen equipment at all times, reporting faulty equipment immediately, ensuring that unsafe equipment is taken out of use pending repair or replacement;
- To help ensure that all kitchen areas are clean and free from hazards and any accidents and near misses are reported immediately;
- To help ensure that the cleaning schedule is complied with and cleaning is carried out as required.

GENERAL

- To operate in line with the ethos, culture, overall aims and policies of the school;
- To actively contribute to development initiatives to improve efficiency and effectiveness of the service, including new ideas and food policies to support raising standards in school and aspects of viability
- To take all necessary steps to ensure security of all catering areas, kitchen supplies and equipment;
- To undertake routine checks of equipment and cleaning materials;
- To help promote the catering service;
- To help identify and recommend improvements and cost savings to the benefit of the customer and the School;
- The above duties are neither exclusive nor exhaustive and the post holder may be required by the Director of Finance/Bursar to carry out appropriate duties within the context of the job, skills and grade.
- To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with the Catering Manager;
- To attend meetings and training courses as may be necessary from time to time;
- To be available as may be necessary during holidays, sickness and in an emergency.

Whilst every effort has been made to explain the main duties and responsibilities of the position, it is impossible to identify every individual task which coordinators undertake. The management hope that the Cleaner/Laundry Assistant will assist with any reasonable request to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Headmaster and member of staff.

APPLICATIONS

All applicants must complete the School's application form; which is available from the School website: www.lts.org.uk.

Please submit your application to vacancies@lts.org.uk.

SAFEGUARDING

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. All appointments are subject to a satisfactory DBS Enhanced Disclosure and other safeguarding checks including checks with past employers.

EQUAL OPPORTUNITIES

Longridge Towers School is an equal opportunities employer and welcomes applicants regardless of age, gender, race, religion, disability, or sexual orientation.



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310 pupils (3-19 years)

www.lts.org.uk

01289 307584

vacancies@lts.org.uk

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