

**CATERING  
ASSISTANT  
(Part Time)**

**JOB  
INFORMATION**



RGS



## CATERING ASSISTANT (Part Time)

Newcastle upon Tyne Royal Grammar School

Required as soon as possible.



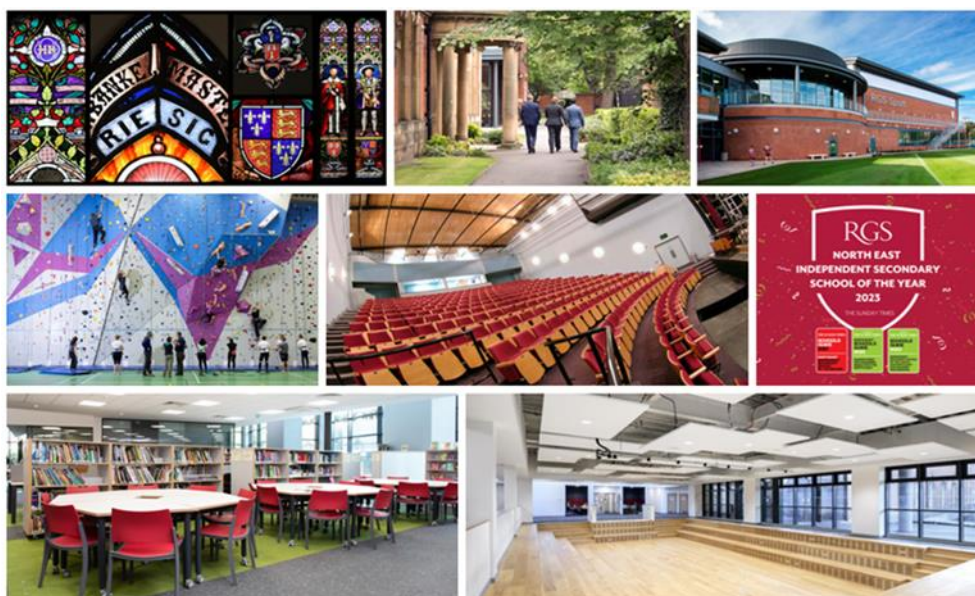
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### THE POSITION

We seek to appoint a professional and enthusiastic Catering Assistant to join our Catering Services team in producing high quality food for our pupils and staff in our busy school.

The post will be to provide a high quality, professional and responsive catering service to the Junior and Senior Schools and staff, reporting to the Head of Catering Services.

Service is cafeteria style and offers a wide choice including soup, a choice of hot and cold main courses and puddings, a vegetarian dish, open sandwiches, and salad meals. The team prepare around 1,500 meals each day as well as preparing several formal dinners over the academic year for between 30 and 120 guests. Very little frozen food is used and the team, working together, takes great pride in producing interesting and healthy food whilst catering for a wide variety of dietary requirements.



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**Job Information:** Catering Assistant

**Deadline:** 9.00am Monday 15<sup>th</sup> January 2024

**Contact:** Barrie Bulch (Head of Catering Services) [b.bulch@rgs.newcastle.sch.uk](mailto:b.bulch@rgs.newcastle.sch.uk)



## THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools, and the Sunday Times' North East Independent School of the Decade 2020. Most recently, RGS was awarded the Sunday Times' 2023 North East's Top Independent Secondary School for Academic Performance. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS has grown substantially in recent years. There are now some 1,340 students, over 260 of whom are in the Junior School. The Sixth Form of 350 students is one of the largest in the independent sector. We became coeducational 20 years ago and girls now comprise 43% of the school.

The school is based in the heart of the city, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a new Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.



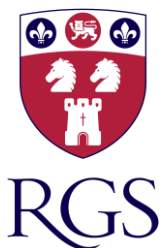
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## THE TEAM

The Catering Assistant will join a multi-disciplined catering team consisting of 1 Head of Catering Services, 1 Head Chef, 3 Assistant Chefs and a team of Catering Assistants.

## KEY DUTIES

The principal duty will be to support the chefs in food preparation and service for students, staff and visitors to the school. Other duties will include:

- General cleaning duties.
- Occasional weekday and weekend overtime.
- Lunch counter service when required.
- Setting up of functions including internal and external events, parent conferences, student interviews and exams etc.
- Working independently or in close cooperation with other support staff teams, actively assisting in the provision of support services across the school, e.g., setting up and clearing away after events to ensure the school is ready for students the following day.
- Attending and participating in team meetings, training activities and performance development, as required.
- Other reasonable additional duties which may be required from time to time.





## KEY QUALIFICATIONS, TRAINING, KNOWLEDGE & SKILLS

The following are essential:

- Experience of working in a school or similar environment.
- A Food Hygiene Certificate.
- Good verbal communication skills.
- A strong commitment to quality standards and good practice as they relate to catering operations, including:
  - An awareness of health and safety, food safety, safe use of cleaning materials and environmental health issues associated with an understanding of COSHH Safety procedures.
  - An understanding of hygiene control.
  - An understanding of different dietary requirements and food allergies
- A willingness to actively support the ethos and vision of the school.
- The post holder must show a professional, positive and enthusiastic approach to work and must be flexible and sensitive to the needs of a wide range of school users.
- They must:
  - be customer focused;
  - be confident and courteous;
  - be organised and methodical;
  - have good timekeeping;
  - have a tidy appearance.
- Show an understanding, or willingness to learn the issues associated with working among young people in a school.
- An ability to work as a member of a team in a busy environment.

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## HEALTH & SAFETY

An awareness of health and safety, environmental health issues are essential. Assisting the Head of Catering Services in providing lunch for over 1500 pupils and staff in a safe environment for the school community and its visitors, the post holder must perform their duties in accordance with the school's health and safety procedures and policies, taking remedial action and reporting hazards where additional action is required.

- Ensure that appropriate signage is in place when cleaning is in progress.
- Make safe any hazards where possible, and ensure the area is cordoned off.

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- Ensure that all allocated equipment and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.

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## MAIN TERMS AND CONDITIONS

- This is a permanent term time only position.
- Normal hours of work are 11.30am-3.00pm, Monday to Friday inclusive (17.5 hours per week during term time).
- The school also has a wide range of functions which require catering, and the Catering Assistant will be expected to be available to work at some of these events which could include evening and weekend work, from time to time.
- Catering Assistants are paid throughout the year although only formally required to attend for work during term time and a few days before the start and after the end of each term. This means that in general, the holiday entitlement is about 65 days each year, allocated across the school holidays.
- In addition, all staff must attend all staff training days which are spread throughout the year and 1 safeguarding training day in September each year (dates vary each academic year). Payment for these days is built into the Catering Assistant's salary.
- Given the requirements of the role, holiday during term time is not permitted.
- The full-time equivalent salary for this position is in the region of £21k gross per annum. As this role is part time and term time only, the actual salary is in the region of £9k gross per annum.
- Salaries are paid in twelve equal monthly instalments.
- RGS Support Staff salaries are reviewed on 1<sup>st</sup> August each year.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data Protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.



## WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.
- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.
- Free use of a well-equipped gym, fitness suite and swimming pool.
- Access to our onsite confidential counselling service.

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- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.
- Supportive and friendly community.
- Opportunity to join in with RGS tradition and become a member of the Stowell, Collingwood, Horsley or Eldon House.

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## HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Please note that during the school holidays response times to queries are likely to be longer than usual, however, we endeavour to respond to all queries and applications as soon as possible.

Enquiries about this post should be made in the first instance to Barrie Bulch (Head of Catering Services). For an informal chat about the post, contact Barrie Bulch on 0191 212 8929

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk) by the closing date.

The closing date for this role is 9.00am Monday 15<sup>th</sup> January 2024

Interviews will be held shortly after the closing date.

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on

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provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis [S.Ellis@rgs.newcastle.sch.uk](mailto:S.Ellis@rgs.newcastle.sch.uk) in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

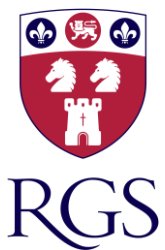
### Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

### Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.



## CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX

Tel: 0191 281 5711

General enquiries: [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk)  
or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

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