



Dining Room Assistant (part-time)

Information for applicants

Job description and person specification

Welcome from the Principal



Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.

Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss
Principal

Summary of the role

Concord College is seeking to appoint a Dining Room Assistant (part time) to assist in the daily delivery of our exceptional dining room and catering standards at the College.

The role is essential for contributing towards providing an efficient and reliable service and maintaining high standards of service and cleanliness in the servery and dining rooms.

About Concord College

Concord College is a highly academic independent international school in England for day and boarding students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of rigour, kindness and creativity.

Girls and boys between the ages of 13 and 19 enjoy fabulous facilities on our safe and beautiful 73-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We also take care to nurture the individuality of students at Concord to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of the Concord community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor just outside Hastings in Sussex as a small privately-owned language school. It was, at its heart, a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder Principals, the college was

acquired by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977, Concord College accepted girls for the first time. Girls were taught at a separate site at nearby Attingham Park, before relocating to Acton Burnell in the early 1980s. The College became a charitable trust in 1983 and has expanded rapidly since. Now with almost 600 students Concord boasts enviable facilities and outstanding outcomes for its students.

Academic achievements

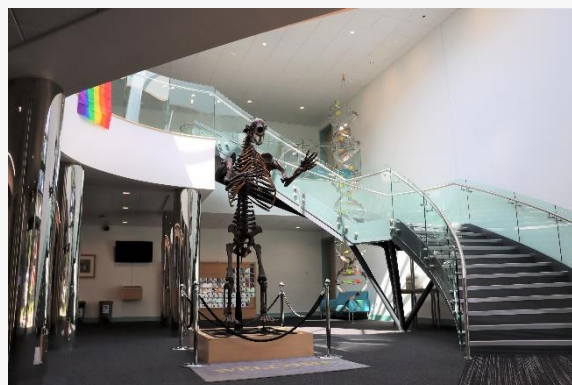
The College is highly academic and students consistently achieve excellent 'A' level results. In 2022 48.6% of students achieved A*, 81.3% A*/A and 92.6% A*- B.

The staff

The College employs over 320 staff across all departments. There is a community feel to the College and this promotes the supportive environment which is so important for the wellbeing of everyone – staff and students alike. Staff are experienced and well-qualified, conscientious and caring and there is a strong commitment to deliver the highest standards in all areas.

Facilities

Facilities at Concord College are superb. Based around an historic main building, there are many new additions. We have an excellent theatre and music school as well as an outstanding science facility. Meals are served in the College dining room and the catering team provide an extensive selection of international cuisine. Special diets are catered for. Students have individual study bedrooms, some with ensuite bathrooms. Students enjoy a wide variety of facilities including two sports halls with weight training equipment and multi gym and fitness equipment, a student common room with a coffee bar and a student kitchen/diner where they can develop their own culinary skills.



Safeguarding and child protection

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

Job description

The Dining Room Assistants report to the Assistant Dining Room Manager and take direction from the Executive Chef Manager, performing whatever duties are necessary to provide an efficient and reliable service and maintain high standards of cleanliness in the servery and dining rooms. Dining Room Assistants are supported by the Dining Room Team Leader and may also receive instruction from the Assistant Head Chefs regarding servery duties.

The Catering Department

The College prides itself on its high standard of catering and hygiene. Three meals each day are served seven days per week and the College also holds many functions. A wealth of nationalities are catered for and menus are varied and interesting. The College serves approximately 600 students, providing a cooked breakfast, a three-course lunch and a three-course supper and, in addition, lunch to approximately 200 staff. Service includes a variety of hot meals, a delicatessen bar and sandwiches.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

Key areas of responsibility

- the safe handling of both cooked and uncooked foodstuffs;
- serving dishes as specified by Chefs;
- undertaking wash-up duties, operating the dish washing machine;
- undertaking morning coffee duties for students in the dining room (Monday to Friday);
- undertaking safe use of machinery and equipment and cleaning/maintenance of same;
- cleaning of hot plates and fridges;
- general cleaning, including vacuuming and polishing;
- carrying out tasks in compliance with Food Hygiene Regulations and Health and Safety regulations;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Security, Confidentiality and Data Protection, and reporting any concerns;
- any other task as directed by the Assistant Dining Room Manager/Assistant Head Chefs/Executive Chef Manager.

Person Specification

In order to meet the high standards expected of support staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities.

| Criteria | Essential | Desirable |
|--|--|-----------|
| Personal attributes, skills and values | <ul style="list-style-type: none"> • Honesty and integrity • The ability to work as part of a team • The ability to work under pressure • The ability to follow instructions and carry out tasks with care and attention • Smart appearance | |

Special conditions

- hair to be neat and tidy; tied back if long and hairnet to be worn if instructed by Assistant Dining Room Manager or Chefs;
- no nail varnish to be worn; hands and nails to be clean;
- protective uniform to be worn (as supplied by the College);
- no jewellery to be worn other than single studs or sleepers in pierced ears;
- professional conduct is required when serving behind the servery and at all times when College students are present;
- maintain a respectful attitude to all senior staff and colleagues.

You will be provided with all the relevant statutory training required for you to carry out your role safely and to the required standard

Terms and Conditions

Hours of work

8am - 3.30pm two days per week, with an unpaid 30-minute lunch break each day and an unpaid 15-minute tea break each day (total working hours 13.5 per week).

A degree of flexibility is required to provide cover during times of staff shortages/functions etc. and you may occasionally be required to work additional hours over and above your normal weekly hours, when authorised and as necessary to meet the needs of the College.

Remuneration and benefits

£12.14 per hour

Benefits include contributory pension scheme and lunch which will be provided in the dining room at no charge whilst the kitchen is in operation.

There is free parking on site and employees may use the fully equipped gymnasium/sports facilities.

Holiday entitlement

Annual holiday entitlement will be pro rata 5.6 working weeks per annum, inclusive of public holidays. Due to the nature of the business, some public holidays are classed as normal working days.

References

The appointment is subject to receipt of satisfactory references and compliance with safeguarding recruitment requirements.

Safeguarding Recruitment Requirements

The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Disclosure and Barring Service and DfE's Keeping Children Safe in Education (KCSIE). An enhanced DBS Disclosure is required for this role.

Employment contract

Permanent.

Start date

ASAP

How to apply

Please submit a fully completed application form to the HR Department recruitment@concordcollege.org.uk together with a covering letter explaining your suitability for the role. You are welcome to submit a copy of your CV, but this will not be considered without a fully completed and detailed application form.

Appointment to the role will be dependent on satisfactory completion of all pre-employment checks in accordance with relevant statutory guidance. These will include satisfactory references and a clear enhanced DBS (Disclosure & Barring Service) check with Barred List information.

For further information on the College please visit our website www.concordcollegeuk.com.

The closing date for applications is **15 May 2024**.

Applications will be considered on receipt and we reserve the right to close this vacancy earlier than the date stated above should we appoint a suitable candidate.

Please note that due to the volume of applications received in the HR department, we are unable to provide individual feedback other than to those candidates who attend for interview.

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This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on our website.