

# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

KITCHEN ASSISTANT  
(DISHWASHER)

December 2022



[www.elizabethcollege.gg](http://www.elizabethcollege.gg)  
01481 726544

Leading  
Independent  
Schools





## **KITCHEN ASSISTANT (DISHWASHER)**

### **December 2022**

An efficient applicant with the ability to work in a fast-paced and busy environment is required to join our brilliant Refectory Team in the role of Kitchen Assistant with the primary function of dishwashing, from December 2022.

This role is for 15 hours per week, Monday to Friday between 12.00pm and 3.00pm in term-time (i.e. 39 weeks including INSET) and occasional out of hours for events.

Information and full details of the post are included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification

### **ELIZABETH COLLEGE**

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a broadly selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference (HMC), the College provides a challenging, broad and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

Elizabeth College Junior School is coeducational. The infant department at Acorn House provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Junior department, at Beechwood, provides an education for children aged 7 through to 10 (Key Stage 2) and prepares boys and girls for entry to secondary education at the age of 11. ECJS Acorn House and ECJS Beechwood are co-located on a site approximately half a mile away from the Upper School.

The Upper School became coeducational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established coeducational offering in the Junior School and the positive impact of our twenty-year Sixth Form partnership with The Ladies' College. Years 8-11 remain boys only as we take a phased approach to the introduction of the coeducational model.

The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs. At Sixth Form (ages 16-18), we work in an academic partnership with The Ladies' College in order to offer a broad curriculum and to flexibly accommodate the A level choices of our students.

Beyond the classroom, there are extensive opportunities for students to become involved in Sport, Music, Drama, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.

Elizabeth College is proud of its academic record but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our students and look to support and guide them as children and young people through to adulthood.



## ISI INSPECTION NOVEMBER 2021

Elizabeth College has received an outstandingly positive report from its recent inspection. Assessing the quality of College's educational provision, the Independent Schools Inspectorate (ISI) gave Elizabeth College the highest rating of "Excellent" on both the quality of the pupils' learning and achievement and the quality of the pupils' personal development.

As a member of the Headmasters and Headmistress's Conference, Elizabeth College is inspected by the Independent Schools Inspectorate (ISI). ISI inspections are validated by Ofsted, but differ in elements of the framework used, and also the grading system.

The inspection was completed by a team of 8 inspectors in November 2021 and covered the whole of Elizabeth College, including the Pre-School, Junior School and Upper School.

ISI inspections allow Elizabeth College to be compared to the best independent schools in the UK. Inspection reports include both qualitative and regulatory assessments and include appraisal of the quality of the pupils' learning and achievement, personal development, spiritual, moral, social and cultural development, welfare, health and safety and the quality of leadership and management.

The inspection report is generous in its praise of the **overall quality of the education** provided by the College and for the pupils themselves, as exemplified by the following excerpts:

- The quality of the pupils' learning and achievement is excellent.
- Pupils of all ages and abilities develop comprehensive subject knowledge, skills and understanding across all areas of learning, appropriately challenged by teaching that addresses linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative aspects of learning.
- Pupils move on to the next stage in their lives with confidence and self-assurance, wanting to live adventurously whilst approaching the concept of risk sensibly in all that they do.

The report also reflects on the College's **curricular provision, quality of teaching and excellent outcomes** which the whole College achieves from its broad intake of pupils:

- Pupils enjoy their learning, think independently and have energy and passion in their drive for success.
- Pupils respond well to a thoughtfully constructed curriculum and to teaching that demands active engagement by pupils.
- The pupils' excellent commitment to success is strongly inspired because teachers set high expectations and consistently model highly positive attitudes to learning and achievement.
- Pupils' achievements in external competitions, in gaining other intellectual distinctions, and their successes in sport and the arts are outstanding.
- Older pupils commented that, though the school encourages excellence it does not mean perfection and that they are helped to take a balanced approach to life.

**Pastoral care** and the quality of relationships throughout the school are particularly highly praised:

- The quality of the pupils' personal development is excellent.
- Pupils' strong sense of responsibility, resilience, perseverance and self-esteem is the result of a well-organised proactive pastoral system.
- Pupils can be themselves and respect one another for their individuality.
- Pupils are kind to each other and considerate to their teachers.

The College's **leadership opportunities** and role within the community are also highlighted:

- The opinions of pupils are routed through active school councils which influence the direction of the school.
- Many seek opportunities both in the school and the wider community to take on responsibilities and opportunities.



With the overriding objective of helping schools to build on their strengths and identify areas for further improvement, the report includes these recommendations:

- Ensure all pupils make equally strong progress across all areas of the school, through consistent application of marking, oral feedback and suitable challenge in all lessons.
- Strengthen junior school pupils' ability to apply information and communication (ICT) skills proficiently across the curriculum.
- Strengthen upper school pupils' ability to reflect on the philosophical and spiritual ideas to which they are exposed.

Principal of Elizabeth College, Jenny Palmer says,

"I am really pleased with the outcome of our ISI inspection and the very positive way it reflects on our students and all of the hard work that our staff do to support them. When the inspectors visited us in November their focus was on student outcomes and all we do as a school community to facilitate those outcomes, from Pre-School through to the Sixth Form. It is great to see our academic, extra-curricular and pastoral provisions recognised as excellent and it is really helpful to be provided with recommendations on what we can do to improve still further, something we have already made a start on."

*Please visit our website at [www.elizabethcollege.gg](http://www.elizabethcollege.gg) for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.*

**Applications for this position must be submitted on the Elizabeth College application form** available on our website ([www.elizabethcollege.gg](http://www.elizabethcollege.gg)) or on request from:

Mrs Lauren Lihou, HR Manager E: [HR@elizabethcollege.gg](mailto:HR@elizabethcollege.gg)  
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

***Assistance completing the form can be provided upon request from Lauren.***

***Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.***

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

*We welcome applications regardless of age, gender, ethnicity or religion.*

The closing date for applications for this post is **noon on Monday 28<sup>th</sup> November 2022.**





## Job Description

### Kitchen Assistant (Dishwasher)

<b>Job Title:</b>	Kitchen Assistant (Dishwasher)
<b>Place of work:</b>	Elizabeth College Refectory
<b>Responsible to:</b>	Chef Manager
<b>Principle Function:</b>	Providing the required assistance mostly within the main dishwashing area
<b>Remuneration:</b>	States of Guernsey Scale B.01 – B.03 (currently £12.35 - £12.76 per hour)

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### Purpose of Position

This role is predominantly within the main dishwashing area, alongside two other team members, providing a fast-moving and efficient service where all dishes and trays to be washed, dried and stacked in time to allow for the serving of the food and drink for the hundreds of students and staff that dine each day within the Refectory. There may be an opportunity for limited food production and serving, to be established within the Refectory Team. This role remains interchangeable throughout the Refectory and Acorn House Kitchen.

### Main Duties & Responsibilities

Typical Kitchen Assistant duties and responsibilities include (but are not limited to) the following:

1. Washing-up either in the pot wash or main dishwashing area
2. Setting tables, filling water jugs, replenishing the cutlery and trays etc both before and during periods of service
3. To clear dirty trays from the trolleys and scrap food in the appropriate area
4. To maintain the cleanliness of all light and heavy equipment in accordance with training to ensure the tidiness and cleanliness of the Refectory and to protect against contamination of food
5. To remove all waste from production and service areas as required to the appropriate disposal point
6. Cleaning tables, floors and counters etc. both before, during and after service where required
7. To assist with food service on the counter in a professional manner, if required
8. Accurate operation of the cashless tills, if required
9. Limited food or drink preparation in accordance with Food Hygiene and other policies in force and training received
10. To ensure that food allergy and intolerance contamination risks are minimised or eliminated wherever possible through compliance with policies and training received
11. To attend key professional training including, but not limited to, Child Safeguarding, Food Hygiene, First Aid and Fire Awareness, as agreed with the Chef Manager
12. To adhere to all Health & Safety directions as given by the Chef Manager at all times
13. To support all team members in carrying out daily tasks and to work at all times with consideration for the safety and wellbeing of colleagues and pupils.

## **Kitchen Assistant (Dishwasher)**

### Customer Service

- The Kitchen Assistant should have customer service skills, with the ability to deal with a wide range of staff and pupils.
- The Kitchen Assistant should also be able to confidentially recognise and respond to any staff or pupils with food allergies, where appropriate.

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Chef Manager or Bursar.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



<b>Person Specification: Kitchen Assistant (Dishwasher)</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Experience, Knowledge and Skills:</b>			
Experience of working within a catering environment		✓	Application form
Knowledge of when to raise concerns about students and/or incidents	✓		Interview
Knowledge of Safeguarding and what it might involve		✓	Interview
Knowledge of required Food Hygiene requirements within a kitchen environment		✓	Interview
Experience in working around food allergies or intolerances		✓	Application form; Interview
<b>Personal and Professional Skills and Attributes:</b>			
Motivated and enthusiastic with a positive, 'can do' attitude	✓		Interview
Ability to work on own initiative	✓		Interview
Ability to work closely within a team	✓		Interview; References
Good interpersonal and customer service skills with the ability to communicate effectively with students and staff	✓		Interview; References
Ability to remain calm in stressful or busy environments	✓		Interview; References
Willingness to participate in required training and professional development	✓		Interview
Tact, discretion and loyalty, integrity and high professional standards	✓		Interview; References
A natural desire to present Elizabeth College in the best light at all times	✓		Interview