

# Bancroft's

Independent Co-educational Day School 7–18

## Food Services Assistant – Casual Worker

Required as soon as possible



## Bancroft's School

Located on the border between North-East London and Essex and backing on to Epping Forest, Bancroft's is a co-educational independent day school for around 1200 pupils from 7 to 18.

Our pupils achieve outstanding academic outcomes. In 2023, 68% of our students achieved A\*-A at A Level and 74% of all entries were awarded the top grades of 9 or 8 at GCSE.

And yet, we strive to achieve so much more than just results. 'Being Bancroft's' is the name which we give to our holistic approach to developing our pupils. This is a rounded educational framework running through the school which guides pupils to take full advantage of the huge range of different opportunities on offer at the school; whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music or attending some of our numerous clubs and societies, we want our pupils to challenge themselves and learn by taking part wholeheartedly in school life. All teachers are expected to contribute to the co-curricular life of the school beyond their subject specialism.

Bancroft's is a warm, forward-looking, modern school; a centre of excellence for the twenty-first century. We have a very diverse intake of pupils, valuing inclusivity of pupils and staff of different ethnicities, religions, sexualities, genders, learning needs and strengths. We value inclusion for all it can bring to each of us at Bancroft's as well as the school as a whole.

Professional development and training is a fundamental part of working at Bancroft's. Our staff are supported and encouraged to continually reflect on their practice; together we want to ensure that each member of staff feels that they are being developed and able to help provide the very best educational and transformative experience for all our pupils.



## Our Values

Our education is based on six core values which are central to everything we do: **Curiosity, Kindness, Integrity, Courage, Balance** and **Excellence**. We believe these values are essential to the wellbeing of every child.

- **Curiosity:** We want our pupils to take delight in the possibilities that the world has to offer and to develop an abiding curiosity about the world; to explore their imaginative and creative potential and to take pleasure in self-expression.
- **Kindness:** We want Bancroft's pupils to be kind, to have integrity and the courage to pursue and protect what is good; to make wise decisions, based on compassion and empathy.
- **Integrity:** We want our pupils to learn to understand themselves and others and develop a clear moral grounding for their lives.
- **Courage:** We want our pupils to show courage and a spirit of adventure in all aspects of their learning; to confront challenges and try to overcome them.
- **Balance:** We want our pupils to learn how to live balanced, healthy, productive and well-regulated lives and to learn to understand the different aspects that combine to create a secure framework for flourishing.
- **Excellence:** We want our pupils to aspire to be the best they might be and to make the most of their talents and abilities; we want our pupils to form realistic and ambitious ideals for the future.



## The Role

To ensure a quality service is delivered in the nominated area of work and to ensure the job responsibilities are carried out in line with Bancroft's style and standards. This role reports to Front of House Assistant Supervisor. Functional report to Front of House Supervisor.



## Key Responsibilities

### Pre-Service:

- To have an understand all dishes on the menu including ingredients, portion sizes and taste.
- To have all your nominated area ready for service in line with required standards.

### Service:

- To ensure that everyone is served in a timely, courteous manner.
- To ensure you work with a speed, purpose and organisation that minimises waiting time for pupils/students/customers.
- To ensure you assist colleagues during service if required.
- To ensure day to day tasks are carried out in a routine and timely manner without requiring to be directed.
- To liaise with the food production team during service to meet demand of products on the menu.
- To report any shortfall to Front of House Supervisor.



**End of Service/Shift:**

- To ensure that all nominated areas are cleaned up and left in the best possible state.

**Hospitality Services:**

- To participate in any hospitality services to School's standards as required.

**Hygiene Health and Safety:**

- To adhere to all hygiene, health and safety requirements as required by law and outlined in our training and procedures.
- To bring to your line manager's attention of any shortfalls in your area of work or anything else you see.
- To ensure you work safely with regard to yourself, colleagues and pupils in your nominated area.

**Personal:**

- Your appearance and manner reflect the Bancroft's School and site uniform requirements.
- Your attitude and manner should be constructive and positive to maintain amicable, working relationships.

**Other:**

- To ensure that all nominated areas are cleaned up and left in the best possible state.
- To take an active part in meetings, training and promotions.
- To adhere to any Bancroft's school rules and requirements, including but not limited to signing in and out of work.
- To carry out any reasonable task requested.
- To carry out all duties in an industrious and timely manner.
- To work with all catering team members in a harmonious and co-operative manner to maintain a good working and professional atmosphere.
- To attend training courses and/or meetings as may be reasonably required and notice given.
- Work in different outlets/sections of the catering as required.



## Person Specification

	Essential	Desirable
<b>Education</b>		NVQ 1 Restaurant. Intermediate Food Hygiene certificate.
<b>Experience</b>	Worked in similar environment. Experience with Customer contact.	Experience in catering busy, large scale operation. Restaurant experience.
<b>Skills</b>	Speaking fluent English.	HACCP, Risk Assessment and Manual Handling experience.
<b>Personal Qualities</b>	Flexibility with working hours. Ability to cope under pressure, in a calm and efficient manner to set deadlines.	



## **Additional Work Information**

This job description reflects the major aspects of the role. The successful candidate may be expected to assume some additional responsibilities as reasonably requested by the Head and to demonstrate a commitment to improving and developing the organisation's processes and facilities.

The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared for such events.

## **Working at Bancroft's**

An attractive salary package is offered, according to experience and expertise. Benefits include free school lunch and refreshments during the day, private medical insurance with BUPA (this is a taxable benefit), membership of the Teachers' Pension Scheme for teaching staff or the Standard Life pension scheme for support staff. In addition, staff are currently offered concessionary fees if their children attend either the prep or senior schools (places are subject to assessment), however this is subject to review on an ongoing basis.



There is generous CPD support and staff are encouraged to seek opportunities to develop their skills and expertise either to further their career or to support enjoyment of their role. We have a Staff Wellbeing Group, as well as an active Senior Common Room who organise a range of social events. Staff have access to our various sporting facilities including the gym and the swimming pool at allocated times.

We also have a staff group working on Diversity and Inclusion and the school is a founding member of the Schools' Inclusion Alliance.

Further details about the school can be found on the website at [www.bancrofts.org](http://www.bancrofts.org)

## How to Apply

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing [hr@bancrofts.org](mailto:hr@bancrofts.org)

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children, young people and expects all staff, contractors, Governors and volunteers to share this commitment. Successful candidates will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In line with KCSIE, Bancroft's will carry out online searches on shortlisted candidates as part of the process of assessing suitability.

