



MERCHANT TAYLORS'  
School

<b>Job description</b>	
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	
<b>The School</b>	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has over 960 pupils. The Senior School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
<b>Job title</b>	Catering Assistants (Casual Worker/as and when required)
<b>Function</b>	Support Staff
<b>Reports to</b>	Catering Manager
<b>Line management duties and responsibilities for</b>	N/A
<b>Summary of role</b>	Catering Assistants are appointed to the Merchant Taylors' School register of casual staff and engaged on an as and when basis. These roles play an essential role in delivering high-quality meals and refreshments for various school occasions, including formal dinners, receptions, and special events during the year, engaging positively with parents and visitors to provide a welcoming experience. They also support the Catering department during surge activity during the academic year as and when required.
<b>Main duties and responsibilities</b>	Primary responsibilities will include: <ul style="list-style-type: none"><li>• Serving hot and cold food and beverages to the school community, including students, staff, parents, and visitors.</li><li>• Assist in the preparation of light meals and snacks.</li></ul>

	<ul style="list-style-type: none"> <li>• Occasionally required to take cash and card payments in line with our operating systems.</li> <li>• Supporting external events such as weddings, Middlesex Cricket Club events, and other school functions hosted by the School, where at times will operate in some of the Schools external areas, e.g. School Cricket Pavilions, Marquees, Inner Quad, Boat House and Coffee pods .</li> <li>• Ensuring excellent customer service and maintaining a welcoming and professional demeanour during all interactions.</li> <li>• Assisting with washing up, cleaning tasks, and maintaining a hygienic and organised workspace.</li> <li>• Completing end-of-day cleaning and ensuring compliance with health and safety standards.</li> <li>• Communicate effectively to handle busy periods or resolve issues.</li> <li>• Adhering to all catering regulations and food safety standards.</li> <li>• Completing mandatory training through the online training system to ensure compliance with industry best practices and standards.</li> </ul>
<b>Safeguarding responsibilities</b>	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

## Person Specification

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE or equivalent in Maths and English</li></ul>	<ul style="list-style-type: none"><li>• Food Safe Qualification (Training will be given for anyone without these)</li></ul>	Production of the Applicant's certificates  Discussion at interview  Independent verification of qualifications
<b>Experience</b>		<ul style="list-style-type: none"><li>• Previous experience in customer-facing or food service role</li></ul>	Contents of the Application form  Interview  Professional references
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent customer service and communication skills</li><li>• Ability to work efficiently in a fast-paced environment</li><li>• Willingness to assist others</li><li>• Ability to work under pressure and stay calm in a busy environment</li></ul>		Contents of the Application form  Interview  Professional references

<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of food hygiene and safety practices (training will be provided)</li> <li>• Understanding of dietary requirements and allergens</li> </ul>	Contents of the Application form  Interview  Professional references
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Friendly, approachable and enthusiastic</li> <li>• Willingness to learn and take initiative</li> <li>• Reliable and punctual</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Professional and presentable appearance</li> </ul>		Contents of the application form  Interview  Professional references

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<b>General Conditions</b>	
<b>Start date</b>	ASAP
<b>Hours</b>	The individual will be appointed to the Merchant Taylors' School register of casual staff and engaged as a Casual Worker on an "as and when" basis.
<b>Salary</b>	National Minimum Wage applies with a minimum of £8.92 per hour excluding statutory annual leave accrual payment.
<b>Other benefits</b>	The School is keen to help develop the skills of its staff and workers and looks to provide appropriate training as necessary. Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app)
<b>Closing date for applications</b>	ASAP Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
<b>Interviews to be held</b>	ASAP

*Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As this role will bring you into contact with children you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website.*