

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of '**Excellent**' in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an '**Outstanding**'

for its outstanding pastoral care and support for pupil and staff mental wellbeing.

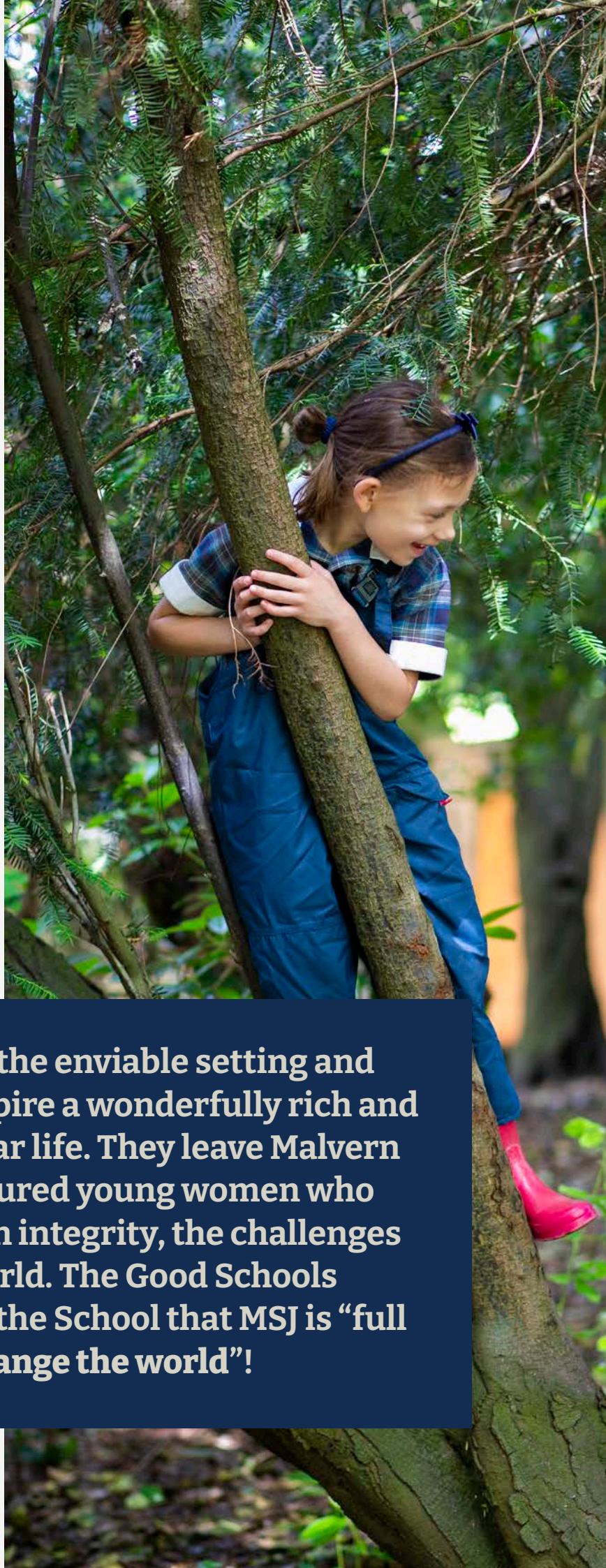
Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!

CATERING SUPERVISOR

JOB DESCRIPTION

AT A GLANCE



52 WEEK CONTRACT
PART TIME



REPORTS TO
HEAD CHEF

ABOUT THE ROLE

To provide excellent customer service from the preparation, presentation and service of food.

Areas of Responsibility

- Customer Service
- Hospitality
- Restaurant & Display Areas
- Customer Seating Area
- Dining Room Staff

Key Responsibilities

- To assist as directed with all aspects of food preparation and presentation to a high standard
- To maintain and improve standards of performance within all areas of responsibility
- To deliver an unrivalled level of customer service
- To record and monitor customer feedback
- To ensure staff within responsibility are motivated via effective communication, involvement and individual development
- To hold training sessions with team as instructed by management or as business needs dictate
- To complete all necessary controls and documentation for each service
- To implement and monitor effective cleaning schedules for all areas of responsibility
- To ensure tables and accompaniments are kept as clean as is reasonably practicable and adequately stocked during service times and relay as required
- To load service counters as and when directed and to ensure sufficient supplies throughout the service period

KEY RESPONSIBILITIES (CONTINUED)

- Check deliveries and temperatures on delivery, also record food temperatures during service temperatures
- To ensure temperature records of refrigeration are taken and recorded daily
- To resolve issues as necessary in conjunction with management
- To carry out any Hospitality duties as required
- To comply with all relevant legislation
- To ensure service standards are maintained

SERVICE STANDARDS

- All areas within scope of responsibility are fully stocked and cleaned daily
- Front of house team are alert, positive and actively sell our services
- Standards of staff appearance are at all times maintained
- All service areas prepared at the correct time and to the required standard
- All staff briefed and prepared prior to start of service

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook and Regulations
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.



CATERING SUPERVISOR

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Must be able to consistently demonstrate they are numerate and literate	Essential	Application Form
Catering qualification	Desirable	Application Form
Food Hygiene Certificate	Desirable	Application Form
Minimum GCSE Maths and English Grades A*-C or equivalent	Essential	Application Form
Previous experience of supervising in a catering environment	Desirable	Application Form
Basic understanding of Health and Safety requirements	Essential	Interview
Experience working in a customer service environment	Essential	Application Form
Effective communication skills	Essential	Interview
Good customer service skills	Essential	Interview
Ability to work quickly but efficiently and keep calm whilst under pressure	Essential	Interview
Ability to work well in a team	Essential	Interview
Ability to adhere to all health and safety practices	Essential	Interview
A flexible approach to work and a willingness to undertake a variety of different tasks	Essential	Interview
Good personal organisation	Essential	Interview
Good personal organisation	Essential	Interview
Enthusiasm and a positive outlook	Essential	Interview
A willingness to work evenings and weekends	Essential	Interview

STAFF BENEFITS

AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**GYM & SWIM
DISCOUNTS**



**DISCOUNT ON
SCHOOL FEES**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**FREE
PARKING**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Applications should be submitted no later than 8am Friday 29 July 2022, however, we reserve the right to appoint as soon as we get the right candidate.

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

Girls' School

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