

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.

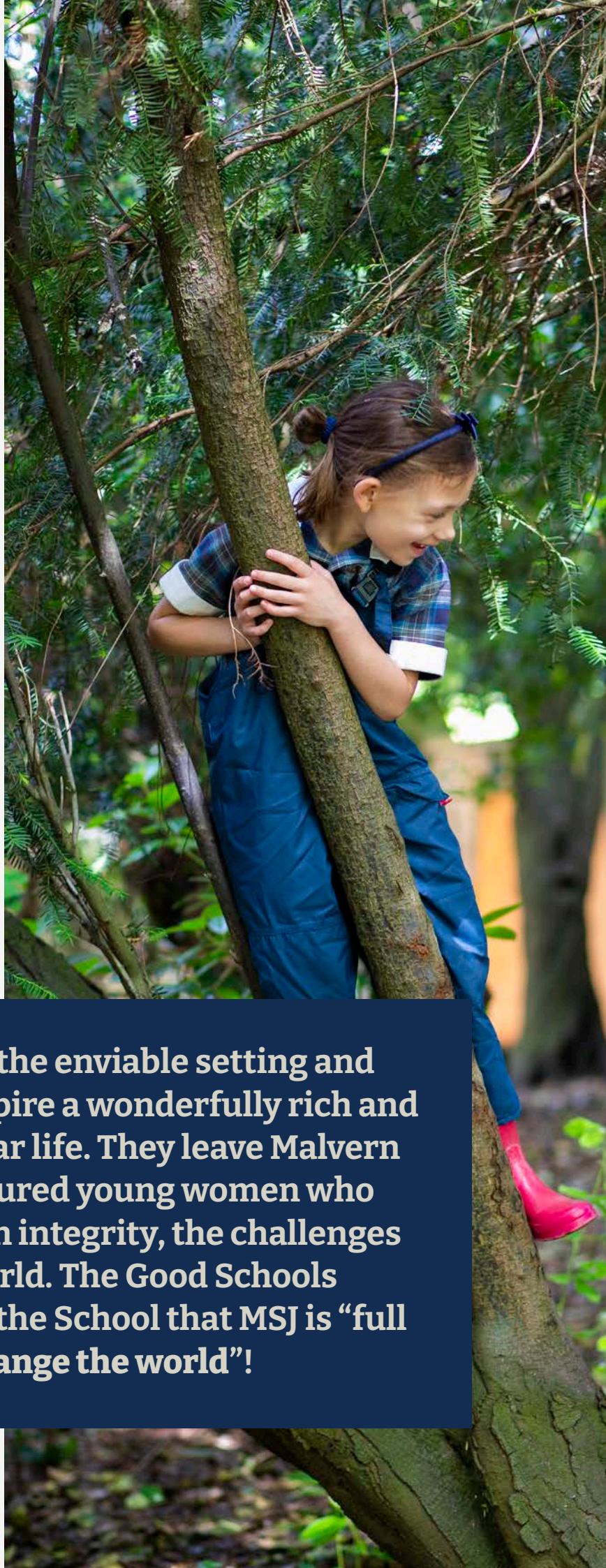
Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to 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”!

LEITHS TECHNICIAN

JOB DESCRIPTION

AT A GLANCE



PART-TIME
TERM TIME ONLY



REPORTS TO
HEAD OF DEPARTMENT

ABOUT THE ROLE

13 HOURS PER WEEK – MON – 1300-1700, TUE, WEDS & THURS – 1400-1700

Contracted hours Subject to change each academic year dependent on uptake of subject.

Key Responsibilities

- To support teachers in all areas of Leiths as directed by teaching staff with the pupils.
- To contribute to the ambience and appearance of the room in respect to cleanliness, tidiness and wall displays.
- To co-ordinate the preparation of ingredients for teachers within the Food & Nutrition and Leiths Department.
- Keep an up-to-date inventory of both fixed and handheld equipment in the Leiths room.
- To assist in the practical needs of the department e.g. photocopying, displays, preparation of ingredients.
- Support the maintenance of a safe working environment where the correct
- Health and Safety procedures are followed, and food is stored in line with Food Safety guidelines.
- To ensure that all stocks are replenished and checking order delivery notes.
- Ordering and monitoring of petty cash.
- Ordering of the knife sets, chefs' outfits, and embroidery.
- Ensure that all electrical items are clean, in good working order and PAT tested in accordance with the annual cycle.
- Fridges and freezers must be de-frosted and cleaned on a termly basis, fridges cleaned weekly and checked for ingredient dates.
- Responsible for ensuring laundry is changed, washed, and put away.

KEY RESPONSIBILITIES (CONTINUED)

- Responsible for setting up the room for each practical lesson.
- Photocopying and ICT support.
- Provide administrative support to Head of Department in dealing with budgets.
- Shopping for ingredients and ordering ingredients through suppliers.
- Complete Portable Appliance Testing (PAT) to ensure electrical safety tests are carried out within the department as appropriate on portable electric equipment.

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
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.



LEITHS TECHNICIAN PERSON SPECIFICATION

| QUALIFICATIONS AND EXPERIENCE | ESSENTIAL OR DESIRABLE | HOW THIS WILL BE ASSESSED |
|--|------------------------|-------------------------------|
| Good organisational skills | Essential | Interview |
| Good basic mathematical skills for calculating recipes and scaling up/down for classes | Essential | Application form Interview |
| Good ICT skills | Essential | Application form |
| Basic practical cooking skills | Essential | Application form Interview |
| Knowledge of Health and Safety procedures | Essential | Application form Interview |
| Enthusiasm and positive outlook | Essential | Interview |
| Hardworking and efficient approach to their duties | Essential | Interview |
| Self-motivation and the ability to work without close supervision | Essential | Interview |
| Ability to work as part of a team | Essential | Interview |
| Worked in the catering / food industry sector | Desirable | Application form |
| Holds a current Food Hygiene Certificate (CIEH) | Desirable | Application form |
| Current driving licence and use of a vehicle | Desirable | Application form |

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

Closing date: 6 June 2022, however we reserve the right to appoint as soon as we find 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 two years 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.



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Girls' School

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