



Blanchelande College

CATERING ASSISTANT (part time)

APPLICATION PROCESS

Closing date for applications is 5pm Friday 15th August 2025

Applications should be sent to:

Mrs Alexa Yeoman, Principal:

Email recruitment@blanchelande.sch.gg

Applications for this post should consist of:

- A letter of application stating how you believe you meet the criteria for this role.
- A completed application form.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following shortlisting. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will then normally include:

- A tour of the College.
- Interview, including Safeguarding, with the Bursar and Head of Catering.

The Contract

The position of Catering Assistant is part time, and remuneration will be in line with the States of Guernsey pay scale and will reflect the qualifications and experience of the successful candidate.

All Blanchelande staff are admitted to the contributory Guernsey Civil Service Pension Scheme.

Blanchelande College is committed to safeguarding and promoting the welfare of young people. The successful candidate will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200 Email feehant@blanchelande.sch.gg

CATERING ASSISTANT

PURPOSE OF THE ROLE

Catering staff are committed to supervising and assisting students during lunchtime to ensure a safe and positive environment is maintained and that all students behave in an appropriate manner.

REPORTS TO: Head of Catering

WORKING HOURS: 3 hours per day (11.00 - 14.00), term time

KEY RESPONSIBILITIES

- a) Assist with the preparation and service of food to pupils, staff, visitors and other customers of Blanchelande College, including associated cleaning and hygiene-related duties.
- b) Assist with other catering functions as and when required.
- c) Maintain all food safety documentation, including allergen information.
- d) Complete food safety and allergy documentation.
- e) Maintain a professional working environment, with an awareness of the near presence of school children.
- f) Supervision of students in Rosaire Hall and Junior Playground.
- g) Maintaining good order and discipline among students and ensuring they remain within the bounds for their phase group.
- h) Ensuring the safeguarding and health and safety of students.
- i) Cleaning up spillages and making sure that tables are clean and set.
- j) Dealing with incidents of misbehaviour and reporting as required.
- k) Tend to sick or injured children and reporting any serious incidents to the School Office.
- l) Dealing with emergency fire evacuations whilst ensuring the safety of the students.
- m) Helping with the serving of food and kitchen co-ordination when required.
- n) Co-operation with all matters concerning Health and Safety, specifically to take reasonable care of your own Health and Safety, and that of other persons who may be affected by your acts or omissions at work.

OTHER DUTIES

- a) Safeguard pupils at all times, in accordance with the Safeguarding and Child Protection policy.
- b) Read and adhere to all school policies and procedures as laid out in the Staff Handbook, as well as applicable legal and regulatory codes of practice.
- c) Attend Staff Meetings, and INSET, as required and to be proactive in updating training and qualifications.



Blanchelande College

- d) Support the pupils and school as a whole, by attending school productions, functions, PTFA events and other occasions, as requested.
- e) Assist with communication, for instance informing parents and pupils of school notices and special events, using the appropriate channels.
- f) Carry out tasks as delegated by the Principal or SMT/SLT.
- g) Be fully supportive of the Catholic identity, ethos and mission of Blanchelande College, participating in the school's religious life (e.g. attendance at Mass, collective worship), as required.

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer of post:

I hereby confirm acceptance of the above job description:

Signed:

Date: