The Chalfonts Community College

Success is an Attitude!

RECRUITMENT PACK

Catering Assistant

Starting Date: Candidate Specific / ASAP

Location: Chalfont St Peter, Buckinghamshire, SL9 8TP

PRINCIPAL'S WELCOME

On behalf of students and staff, I would like to welcome you to The Chalfonts Community College. I am proud to be the Principal of this school where students of all abilities are welcomed, and we seek the best from every student. We work hard to inspire students to love learning and all we do is linked to this. At our core are lessons that inspire students and allow students to discover that they are capable of more than even they themselves thought possible.

As a larger-than-average school, we have a wide range of both curricular and extracurricular opportunities for students of all ages. The quality of teaching and breadth of our curriculum ensures that our students continue to perform successfully in public examinations.

The Chalfonts Community College is a vibrant and warm community where students are well-supported to fulfil their potential and leave school successfully prepared for their next steps. We have high expectations of everyone within our community and all students are expected to work hard and behave in an exemplary fashion.

The Chalfonts Community College makes a difference to young people and we very much look forward to welcoming you to the school and to joining our team.

Caroline Whitehead
BA (Hons), Med, NPQH

OUR SENIOR LEADERSHIP TEAM

CAROLINE WHITEHEAD
Principal

GRANT WOLPERT
Finance & Operations

JOANNA WEIR
Vice Principal

SARAH JONES
Vice Principal

JAMIE HOWARD
Assistant Principal

AMANDA IRVINE
Assistant Principal

IMRAN VAHORA
Assistant Principal

MORAG WALL
Assistant Principal

WHY WORK AT THE CHALFONTS COMMUNITY COLLEGE?

- Friendly & supportive staff community.
- Ample car parking on site and use of the school gym on-site.
- A referral bonus for recommending a colleague.
- Two-Week October half-term break.
- A commitment to workload reduction across the school.
- Social activities offered on a regular basis for staff to enjoy.
- 24/7 Employee Assistance Programme offering support for challenges at home and work.
- Family-friendly staff policies that focus on a Work/Life Balance.
- Teacher Pension Scheme / Government Pension Schemes
- Minimal data collections (max. of 2 p/year group in a year).
- Well resourced IT infrastructure and laptops for all staff.
- High potential for Career Progression & CPD opportunities.

OUR VISION & VALUES AT THE CHALFONTS COMMUNITY COLLEGE

Our school's motto is ***Success is an Attitude***; this describes our belief in a growth mindset and commitment to the success of each individual student.

OUR VISION

Our whole school vision is of a happy, successful, and aspirational community, both today and tomorrow.

OUR CORE BELIEFS AND VALUES

We are guided by the values of ***Commitment***, ***Conscientiousness***, ***Courtesy***, and ***Community-minded***.

COMMITMENT

Striving to do the best that you can do! Demonstrating resilience, grit and determination.

CONSCIENTIOUS

Taking pride in your uniform, school and community. Demonstrating self-reflection & obligation.

COURTEOUS

Treating others the way you would like to be treated. Demonstrating respect and consideration.

COMMUNITY-MINDED

Taking into consideration those that share in this community. Demonstrating collaboration & compassion.

JOB DESCRIPTION

CATERING ASSISTANT

JOB DETAILS

Salary:	£24,454.04 (FTE) | £12.71 per hour rate
Hours:	Full Time | Term Time Only | 09:00am to 14:30pm daily
Contract type:	Permanent
Reporting to:	Director of Finance and Operations
Closing Date:	Friday, 23 October 2026 at midday

JOB BRIEF

The successful candidate will be required to support our kitchen operations with basic food prep and general cleaning of the kitchen areas.

DUTIES & RESPONSIBILITIES

EXPECTATIONS

- Prepare basic cold foods such as salads and sandwiches, use of microwave to heat up other food products.
- Serve students and staff at the counters and tills.
- Clear up and wash up dishes, cutlery and other cooking items.
- Remove waste and rubbish from the kitchen and café areas.
- General cleaning of kitchen and food outlets eg floors, walls, tables, fridges, freezers, ovens and worktops.
- Stocking up of food outlets.
- Put away deliveries of stock to the kitchen.
- Stock up and clean vending machines.
- Occasional evening and holiday work if required.

OTHER

- To be involved in the College Performance Management system.
- To take part in the College's Continuing Professional Development programme.

SAFEGUARDING

- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education) and the school's safeguarding and child protection policies.
- Promote the safeguarding of all students in the school.

JOB DESCRIPTION

CATERING ASSISTANT

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the School and the pastoral care of the students in their charge. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

PERSON SPECIFICATION

Criteria	Qualities
Qualification, Training & Experience	• A good general education with GCSE English and Maths Grade 4 (C) or above (or equivalent) • Relevant qualification/evidence of recent training in food hygiene and culinary skills.
Knowledge and Skills	• Good knowledge of food safety and sanitation practices, with a focus on maintaining cleanliness and hygiene standards. • Basic food prep and cooking skills. • Ability to work efficiently under pressure and manage multiple tasks simultaneously. • Good communication and interpersonal skills, with the ability to work effectively as part of a team. • Flexibility to work early mornings and occasional evenings for school events as required. • Passion for promoting healthy eating habits and providing nutritious meals to students. • Commitment to upholding the values and mission of the school, including promoting a positive learning environment through food service.
Personal Qualities	• Resilient and reliable • Honest and trustworthy • High expectations of self and others

HOW TO APPLY & THE INTERVIEW PROCESS

HOW TO APPLY

To apply for this post, please complete an application form, which can be found on our website. Once completed, please send your completed application form, CV and motivational cover letter to our Human Resources Administrator (HR@chalfonts.org).

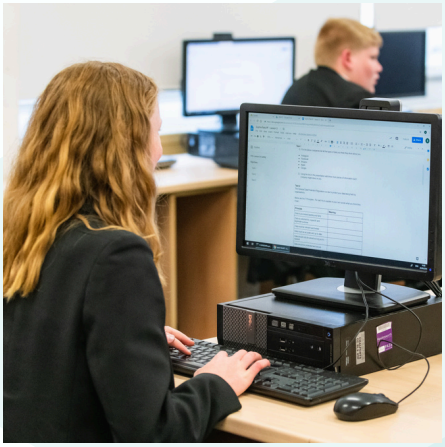
INTERVIEW

Shortlisted candidates will be invited to interview for the post via email. Upon agreeing to interview for the position, candidates will receive a detailed schedule and expectations for the interview.

We reserve the right to close the vacancy early if sufficient suitable applications are received.

The Chalfonts Community College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check, which will include a barred list check, will be undertaken for the successful applicant, and a certificate of good conduct may be required.

Please note that The Chalfonts Community College is not a registered UK visa sponsorship institution and therefore cannot accept/sponsor applicants that require sponsorship for visa requirements.



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