



# Rye St Antony

O X F O R D



**Kitchen Assistant**

## Aims of the School

At the heart of our aims is the individual pupil and the development of their own talents and interests throughout their school career. In our stimulating and nurturing environment, pupils are happy, reflective and curious learners, who develop an intellectual curiosity and knowledge as well as a love of learning. They discover their talents, build aspirations and fulfil their lifelong potential in the school and wider community, leading them into a responsible and rewarding life. Each of our pupils leaves Rye as a unique individual who is sure of themselves, confident in their ability, and as the young person *they* want to be.

We aim to:

- Deliver a stimulating and inspiring academic education which develops a love for learning and intellectual curiosity.
- Develop each pupil's talents and gifts through an aspirational education that promotes creativity, team work and builds life-long skills.
- Acknowledge and develop each pupil's talents so that they recognise their own sense of worth, their vocation, their aptitudes and talents, so that they become unique, confident, curious and valued individuals.
- Challenge pupils to be aspirational in their thinking and approach, and to push themselves to achieve their best, thus creating resilient and confident individuals.
- Provide a strong moral and spiritual framework based on the values of respect, kindness, integrity and justice.
- Recognise and foster an environment of love, hope and joy based on Gospel values in which individuals are cherished and genuine relationships are nurtured.
- Nurture and instil a sense of responsibility towards others in the wider community; locally nationally and internationally, through charity and service.





## History of Rye

Rye St Antony School was founded in 1930 by Miss Elizabeth Rendall and Miss Ivy King who were inspired to start a lay-Catholic school after a visit to Rye in Sussex. Their foundations of a school which welcomes and inspires all has left a strong legacy that we continue to build on today. Situated on a 12-acre site at the top of Headington Hill in Oxford, our community benefits from the green space and room to play that our site provides.

As a day and boarding community there has always been a vibrancy around the school site and a family feel to life at the weekends.

In 2021 Rye celebrated its 90<sup>th</sup> anniversary, and is now building a stronger and brighter vision for the future based on the original foundations of Miss King and Miss Rendall.

## Catholic Christian Life 'Who do you want to be? Who has God made you to be?'

Our mission is to empower every young person to be ambitious in their vocation, curious in their learning and discover their individual talents made in the image and likeness of God.

We believe that every child has God given talents that it is our role to nurture, discover and encourage so that they can be the very best version of themselves. We welcome pupils of all faiths and those with a different world view and enjoy taking them on a discovery of the importance of core values such as respect, dignity and tolerance. These Christian values underpin the Catholic ethos of our school and make it a vibrant and strong community.

All pupils are involved with charity work whether by raising money for different organisations voted for by their Houses, or by acts of charity that the school leads. In the last three years we have raised over £20,000 for causes close to the community and have made a real difference to the lives of many.



## Curriculum

We have developed a forward-thinking and dynamic approach to teaching and learning called the *Rye Way*, which builds pupils' curiosity in learning and skill development. We challenge our pupils in their learning, whether inside or outside the classroom, and enjoy seeing the excellent progress that they make. We have a broad and ambitious curriculum which challenges the most able and supports those who need it.

In the Sixth Form we offer a range of qualifications including A Levels, Extended Project Qualification, BTEC and Leiths Professional Food and Wine Qualifications.

As a broadly-selective school, our community reflects the working world and successfully prepares our pupils for their futures. We offer stretch and challenge to the most able who go on to achieve straight As at A Level and move onto first-class universities in the UK and beyond. For other pupils who have English as an Additional Language, or who need additional support, we provide an adapted curriculum and support from our Learning Development Team.

## Pastoral Care

We pride ourselves on knowing our pupils and their families so that we can work closely with them. We have a team of trained pastoral leads including Form Tutors, Chaplain, School Nurse and School Counsellor who offer additional support and care to ensure that every child is looked after throughout their school career. We believe that our renowned pastoral care is essential to enabling all pupils to achieve their best academic results.

We are committed to providing a safe and nurturing school environment and place importance on mental and physical wellbeing. We provide scope for pupils to develop their own sense of self, and have strong links with external bodies who offer additional support when needed. Throughout our school we believe that if we look after both physical and mental wellbeing, our pupils and staff will achieve more. Our idea is simply, Be Well, Do Well.

## Enrichment

As a community, we believe in going above and beyond in order to give, and get the best for our pupils. We offer a wide range of activities in and after the school day, and all staff are expected to contribute to the enrichment programme by running two clubs a year.

There are many visits locally and internationally - our pupils have visited the volcanoes of Sicily, rainforests of Mexico, choirs and churches of Venice, and the rivers of the Ardèche in France. We are always looking for new ideas and would be excited to hear what you can offer.



## **The Post**

### **Kitchen Assistant**

The Kitchen Assistant will work alongside a dedicated team within a busy catering facility. The team cater for pupils and staff during the academic year plus for guests during school holidays. You will be required to help with the preparation and serving of nutritionally balanced meals, ensuring that a quality service is provided to all members of the school community.

Responsibilities of the post include:

- Supporting in preparing and serving imaginative food, designed to exceed expectations.
- Always keeping the working environment clean and tidy.
- Ensuring that all requirements in respect of COSHH, Food Safety and Health and Safety regulations are met in relation to food preparation and service, including wearing appropriate clothing and footwear and any incidents are reported in line with procedure.
- Maintaining a high standard of food preparation and presentation, ensuring portion and quality control.
- Ensuring that the correct stock rotation and food storage procedures are followed.
- Ensuring high standards of cleanliness in all areas in the kitchen including equipment
- Supporting other members of the kitchen and the front of house team as required including help with serving in the dining room.
- Assisting during functions and events

### **Hours of work**

- Core hours 09.00– 12.00 Monday to Friday
- Occasional weekend work between the hours of:
  - 10.30 – 19.00 on Saturday
  - 10.00 – 14.00 and 16.00 – 19.30 on Sunday
- The post is for 40.8 weeks a year (term-time plus six weeks Summer School)
- Flexibility will be required to cover staff absence and School events as instructed by the Catering Manager

### **Pay and benefits**

- An hourly rate of £11.58 pay
- Holiday entitlement is 28 days per annum (40.8 working weeks) inclusive of bank holidays.
- All holiday must be taken during school holiday periods.
- All support staff are invited to join the Group Personal Pension Scheme
- There is car parking on site, and the School is easily accessible by bus
- At specified times, staff may use the School's Fitness Suite,
- During Trinity Term staff may use the swimming pool at the advertised times.
- Lunch for all staff is provided in the School dining room during term time
- Refreshments are provided during term time at morning break and teatime.
- All staff are offered free membership of the School library.

### **Person Specification**

- Ability to communicate effectively with colleagues, pupils and visitors to the school
- Ability to interpret and carry out verbal and written instructions.

- Understanding of excellent customer service
- A passion for food
- Ability to work alone or as part of a team
- Self-motivated
- Flexible approach to work
- Ability to work to deadlines
- Ability to work under pressure
- Personable, presentable, and reliable

#### **Desirable**

- Knowledge of food hygiene and relevant health and safety requirements (COSHH, manual handling, etc.) If necessary, training will be provided.

#### **How to apply**

An application form can be found on the vacancies page of the School website [Staff Vacancies - Rye St Antony](#)

Applications will only be accepted from candidates who have fully completed the form. This includes full education and employment history, a requirement of Safer Recruitment for Schools.

Email the completed application form, with accompanying CV to [hrmanager@ryestantony.co.uk](mailto:hrmanager@ryestantony.co.uk) or post to Rye St Antony Pullen's Lane Oxford OX3 0BY. Telephone number 01865 229227

The school reserves the right to interview and appoint at any stage of the recruitment process.

#### **Safeguarding**

The School is committed to safeguarding and promoting the welfare of children and young people, and the School expects all staff to share this commitment. All applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974 (Amended), and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Candidates must not have been disqualified from working with children, and must not be named on the Children's Barred List or be subject to any sanctions imposed by a regulatory body. An overseas police check may also be required.