

st Chris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

A dynamic and rewarding place to work.

Servery Assistant

Monday – Friday 11.00 – 14.30
Term Time, 36 weeks per annum

Apply by 12.00pm
Wednesday 5 March

Hello! Thank you for taking an interest in our Servery Assistant role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



Servery Assistant

Salary

FTE £22,126

Actual salary £8,372

Point 18 of the Professional Services salary scale.

Contract

Monday - Friday 11.00 - 14.30

17.5 hours per week

Term Time, 36 weeks per annum.

Location

On-site, Letchworth Garden City
Hertfordshire

Life at **stChris**

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 500 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage.

St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

Purpose of the Role

You will be working as part of a team in a busy kitchen assisting in the day to day running of the catering area. Along with the kitchen management team complying with all hygiene and health and safety programmes and regulations.

Support a culture of continuous improvement across the school's operations, working to improve efficiency and effectiveness in all aspects of the school's support services.

Line Management Responsibility

This role will have no line management responsibility and will report to the Chef Manager.



St Chris gave me so many opportunities. You're not pigeonholed here. Instead, St Chris tapped into all my skills.

Sue Scott-Davison, Teacher of LAMDA

What will the Servery Assistant do?

Here's an overview of the Servery Assistant's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

- Preparation of service for boarding pupils – where applicable.
- Cleanliness of dining room floors, walls, static and all other equipment, cleanliness of rubbish and swill areas, cleaning of work and servery surfaces, cleanliness and maintenance of equipment, placement of cutlery and crockery.
- Setting of dining room areas prior to each meal in accordance with instructions given.
- Clearing up of dirty dishes after each serving and use of dishwasher.
- Keeping clean and maintaining trolleys used to transport waste food and dirty dishes.
- Serving at food counter.
- Provision of tea & coffee trolleys for staff.
- To ensure that you are aware of and adhere to H&S regulations relating to the role
- To create a safe environment by ensuring that agreed codes of practice are adhered to.
- To ensure that allergens are adhered to and that the students are safe at all times.

Additional Duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people. To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures
- Ensure the highest degree of confidentiality and data protection of all material

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their manager.



Continued on following page. →



stChris

Person Specification



Qualifications, training and experience

- GCSE Maths and English or equivalent
- Level 2 Food Safety
- Current Food Hygiene Certificate
- Allergen training / qualification
- Certificate in Health and Safety, including manual handling, COSHH

Skills and abilities

- Physically able to lift, carry and undertake the physical demands of the role of the Servery
- Proven ability to work as independently and as a member of a team
- Open to receiving positive and developmental feedback
- St Chris is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
- Can accurately follow instructions.
- Able to work unsupervised.
- Approachable and friendly team worker with a 'can do' attitude.
- Possess a high standard of personal hygiene and appearance.
- Can work under pressure.

Benefits of Working at St Chris

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Students are truly allowed to be themselves here, and that is so rare in education.

Sarah Armstrong
Swimming Pool Manager



Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

St Chris is a lot of things, all at the same time.

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

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1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

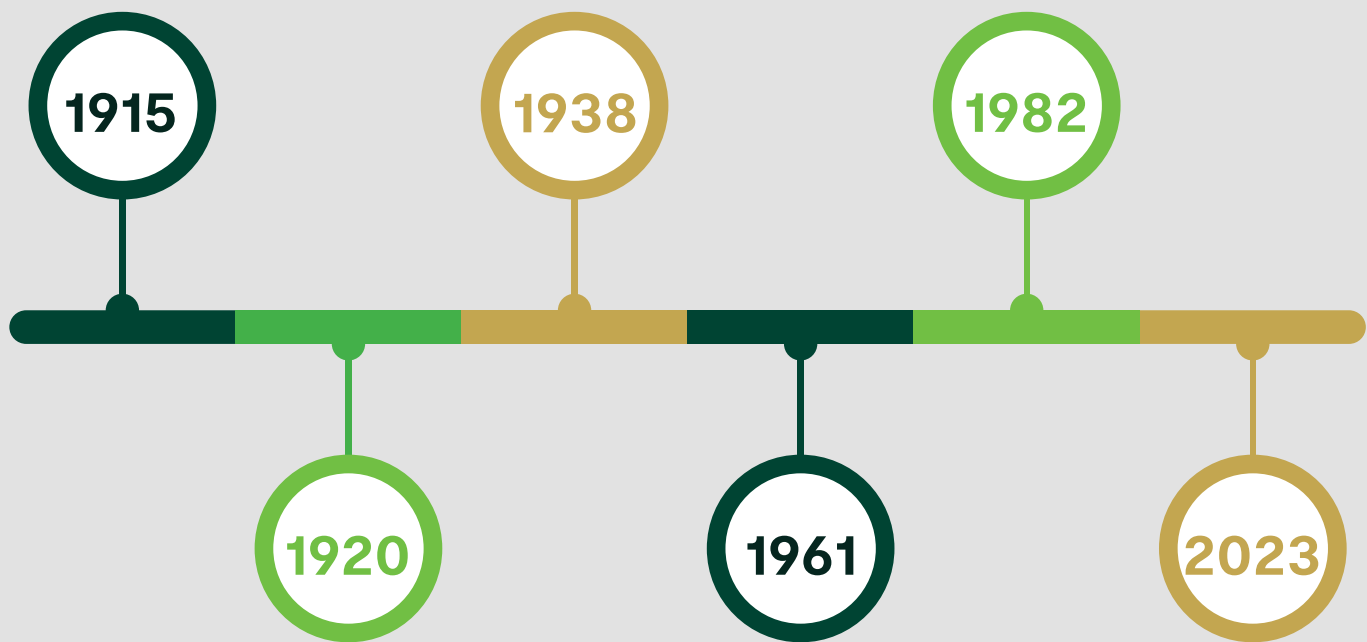
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk. If you would like a conversation regarding this opportunity, please contact Susana Silva, Chef Manager at 01462 650850.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

The closing date for applications for this role is 12.00pm on Wednesday 5 March 2025. Interviews will take place on Tuesday 18 March 2025.