



RATCLIFFE
COLLEGE



Appointment of

CATERING ASSISTANT

Required as soon as possible.

Encouraging **Big-Ideas**

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HEADMASTER INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.



OUR MISSION

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God's creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students' intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students' needs and aspirations. Our students' moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

Here at Ratcliffe College, the notion of encouraging big ideas is something that goes right back to our Rosminian heritage also, and it sits firmly at the heart of our school today. Ratcliffe is a place where you are never on your own, someone has always got your back, we believe in bringing people together and supporting their ambitions. We believe that when you encourage a young person to think big, you encourage them to be their very best; both inside and outside of the classroom.

[View our Strategic Development Plan](#)



ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an HMC and IAPS, Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

Ratcliffe is organised on a Year basis in the Senior School. Individual Year Groups are led by a Head of Year, assisted by a team of Form Tutors.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Minford, BA, MA
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND

There are circa 300 staff at Ratcliffe College, with the Support Staff Team led by the Director of Finance and Operations.

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive. Boarding at Ratcliffe provides a world of opportunities and benefits to support students alongside their studies, with a wide breadth of trips and boarding activities available during the week and at weekends.

Boarders' are drawn from both the United Kingdom and many other parts of the world, including a cohort of GCSE students (Academy players) who attend as part of our partnership with Leicester City Football Club.

The College also runs several short-term International boarding programmes throughout the year, including 3-4 Immersion taster experiences, an annual Summer School delivered by Ratcliffe staff and the Leicester City FC International Football Summer Camp.

All students, boarding or day, are assigned to a Form Tutor who oversees their day-to-day academic and pastoral progress. Boarding students are additionally supervised by the boarding staff team.



We witnessed calm classrooms with engaged students working independently, or in covert huddles.

The Good Schools Guide

The detailed co-ordination and monitoring of boarding arrangements are the responsibility of the Deputy Head Pastoral (Mr J Rainer), with the support of the Housemaster (Mr J Estevez) and Housemistress (Mrs L Webster), all of whom live on site with their families. Whilst the Senior School is divided horizontally into Year Groups, the College community as a whole is cohesive, helped by the fact that the main school building houses a number of subject departments, as well as living and recreational areas.

Co-Curricular Opportunities - The 'Big Six'

The College operates a ten-day timetable of lessons over two weeks, from Monday to Friday (there are no Saturday morning lessons), but many day students remain after lessons have finished to do their prep under supervision or participate in the vibrant co-curricular activities programme. There is also a programme of activities each weekend, including Saturday inter-schools' sports fixtures. Most boarders remain resident in school throughout the weekend, and attend Sunday Mass in the College's beautiful chapel, as well as attending the Boarding Community Trip held every Sunday.

Balancing the academic programme, co-curricular activities provide many opportunities for the students to

participate in wider school life and contribute to their personal development. Sport, Music, Drama, Combined Cadet Force, the Duke of Edinburgh's Award Scheme and Caritas are all extremely popular, in addition to which there is a full and varied programme of lunchtime and after-school activities, together with a variety of Sixth Form clubs on offer.

The quality of the programme is outstanding, and is a significant part of what makes Ratcliffe different or special as a school. A number of educational day and residential visits annually enhance the educational experience that students receive, while Activities Week in the last week of the Summer Term exemplifies perfectly the College's commitment to educating children for life.

“
Co-curricular offering is the lifeblood of the College. Pupils say they are never bored.

The Good Schools Guide

”

HAPPY CHINESE NEW YEAR



"The truth is: the natural world is changing. And we are totally dependent on that world. It provides our food, water and air. It is the most precious thing we have and we need to defend it."
- David Attenborough

LOW OR NO SUGAR CHOICE
HOMEMADE LIVE GREEK YOGHURT
* MILK
GRANOLA
* WHEAT, SULPHITES
RED FRUIT COMBOTE
FRUIT OR PEACHES
YOGHURT AND FRUIT
MEMBER





ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 1% nationally for value added results at A Level.

A-level results achieved in 2023:

- 81% of all A-Level grades were A* - C
- 32% achieved A*/A, with a pass rate of 99.5% overall.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.



Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



360
Campus Tour



Free beverages throughout the day



Free parking on-site



Contributory Pension Scheme and Remission on School Fees



Uniform



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor
- Free health line for staff and their families



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)





VACANCY

CATERING ASSISTANT

REQUIRED AS SOON AS POSSIBLE.

We are looking to recruit an enthusiastic Catering Assistant to join our fabulous Catering team.

With 920 students on roll, ranging from ages 3 - 18, the Catering Department is a very busy one, playing a key role in the life of the School.

The role will involve serving meals to students and staff and general cleaning of the catering department. Experience preferred, however full training will be provided. Own transport is essential due to the location of the School.

Hours

Monday to Friday, 12pm - 4pm, term time only (20 hours per week / 34 weeks per year).

Salary

£11.44 per hour (from April 2024).

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and an open-source check will also be undertaken.

For an informal chat about the position, please contact:

Graham Studd (Head of Catering) on 01509 817007.

Closing date for applications

The advert will close when a suitable candidate has been appointed. Applicants are encouraged to apply early.



JOB DESCRIPTION

Reports directly to:

Hospitality Supervisor / Executive Head Chef

Functional responsibility:

Catering Manager

Other regular relationships:

Catering Assistants, Students and staff

Job Purpose:

To assist in the efficient running of the Catering Department with the emphasis on the service of all food and beverages as required throughout the school; maintaining the cleanliness of all equipment and associated department areas to a high standard of hygiene.

Main Responsibilities:

- To serve meals in the Dining Room to Students and Staff on a daily basis.
- To assist as and when necessary with the service of tea, coffee and light refreshments in various locations of the college.
- To assist with preparation of packed meals for outgoing visits and the preparation of refreshments for sports functions and other events as required.
- To assist the Chef with basic food preparation as and when required.
- Day to day cleaning of the Kitchen and Refectory including all floors, walls, tables, chairs, working areas and all equipment involved as directed by the Head Chef or Catering Supervisor.
- To ensure the cleanliness of the immediate area outside of the kitchen entrance including the refectory kitchen fire exit on a daily basis, including weekends.
- The washing of all cutleries, crockery, food trays, glassware and cooking utensils as required to the mandatory hygiene standards.
- To assist with the washing-up process as and when necessary by use of the automatic dishwashing machine in conjunction with kitchen assistants.
- To correctly dispose of all food and other waste to ensure the prevention of pest infestation.
- To keep all areas of the department clean and tidy at all times.
- To ensure that all equipment is switched off and the kitchen / refectory is locked at the end of the evening shift. The instruction regarding lock up procedures must be signed prior to securing the main kitchen door.
- All members of the Catering Team are expected to be available to work during busy periods, for example Christmas events, and annual School events, examples of which are, Prize Days and Exhibition Day.
- Security - To ensure that all equipment is switched on and off in the manner prescribed by the catering manager's instructions.
- Security of food - To ensure that food stock is secured throughout the shift and particularly at the end of each shift by locking up.

JOB DESCRIPTION CONTINUED

- To pay particular importance to high levels of personal hygiene and a clean and tidy appearance.
- To work according to food safe standards as stated in the School's food safe policy and procedures.
- To be responsible for the safe completion of each task ensuring that all Health & Safety and Environmental Health regulations are fully observed and in particular, that the obligation of 'due diligence' is understood and complied with at all times.
- Report all defects and breakages of equipment, machinery and associated items to the Head Chef, Catering Supervisor or the Catering Manager as soon as possible.
- The area of responsibility within the Catering Department includes the Refectory, the Community dining area, the Kitchen and the rest rooms.
- To work according to the School's policies and procedures.
- To undertake any other duties that may be necessary from time to time to ensure the efficient running of the College.

This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.

HOW TO APPLY

Closing date for applications

The advert will close when a suitable candidate has been appointed. Applicants are encouraged to apply early.

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

Ratcliffe College reserves the right to interview and appoint ahead of the closing date and so early application is strongly encouraged.

FURTHER INFORMATION

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children. For further information, please see the Recruitment, Selection and Disclosures Policy.

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





RATCLIFFE COLLEGE

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www.ratcliffecollege.com



HR: 01509 817089

