



## KING WILLIAM'S COLLEGE

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# Catering Assistant (with Cooking Duties) - Job Details

<b>Title:</b>	Catering Assistant (with Cooking Duties)
<b>Reports to:</b>	Head Chef
<b>Department:</b>	Catering
<b>Job location:</b>	King William's College



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead or Principal.



## The School

### **King William's College**

Opened in 1833, King William's College is set in a stunning coastal location on the Isle of Man. It is a unique school in a very special environment. This independent boarding and day school for girls and boys aged 11 to 18 is one of the most established International Baccalaureate schools in the British Isles. It is vibrant, friendly and fun, and whether you are from the Island or from far afield, you will bond with this special place.

With 37.1 acres of inspiring space; 19th Century architecture, five rugby pitches, four football pitches, three cricket pitches, floodlit astroturf, sports hall, swimming pool, landscaped gardens, two boarding houses and a chapel large enough to accommodate the whole school, King William's College is truly a special place.

### **The Buchan School**

In recently restored buildings on the King William's College site, The Buchan School offers a supportive and caring environment, where pupils are encouraged to develop their own individual talents.

Our curriculum is unique with a strong focus upon academics: Art, Music, Drama, Languages and a range of Sports. Class sizes are small and our pupils are taught by subject specialist teachers throughout the curriculum to ensure that they reach and exceed their potential. The Buchan School has developed an excellent reputation for academic excellence and achievement in both sport and the performing arts. The School consists of three departments: Nursery, Pre-Prep (Reception to Year 2) and Prep (Year 3 to 6).

We provide a broad range of opportunities for all our pupils, not only within the classroom, but also by taking full advantage of our incredible school grounds and the beautiful Isle of Man. At the Buchan, you will find a community buzzing with happy children, developing lively, independent and enquiring minds, guided and encouraged by outstanding teaching staff throughout the curriculum.

## **The Buchan Nursery**

At The Buchan Nursery, we strive for the happiness of every child through a secure, friendly and caring environment. Nursery is where your child's education begins and a love of lifelong learning is established. Nursery education should be an extension of home life where children gain experience and confidence through play. We will work with you to provide the opportunities for your child to take the first gentle steps to making them independent learners.

Our philosophy at The Buchan Nursery is to learn and play in a nurturing environment that provides the stepping stones for every child to fulfil their potential.

At the Buchan Nursery, we recognise that every child is a competent learner and we endeavour to support children in becoming resilient, capable, confident and self-assured. We value the diversity of individuals and recognise that children develop in individual ways and at varying rates.

## **The Role**

The role encompasses all aspects of the School's catering service including food and dining room prep for breaks, lunches and, where necessary, evening meals. The catering service is a full year operation and the post holder will be expected to support this through shift pattern working including evenings, weekends and out with school term times. The post holder may, on occasion, be required to supervise a function or kitchen section or work autonomously without supervision. Knowledge and experience of large-scale catering will be essential but can be developed. The required training and PPE will be provided and the post holder may be able to benefit from future development within the catering department as the opportunity arises.

## **Accountability**

The catering assistant is accountable to the Head Chef but will work as part of a wider team.

They will be expected to be punctual, polite and arrive for their shift in a suitable state i.e. clean and tidy uniform. Included in induction training will be safeguarding, fire safety, food hygiene and manual hygiene. Other training may also be undertaken. Each employee of the School is responsible for their health & safety as well as that of their colleagues, pupils and visitors to the School. Allergen awareness is essential

## **Specific Responsibilities**

The following responsibilities are representative of all the tasks within the role. Generally, a single shift will require some but perhaps not all of these tasks.

- Prepare the dining room for break, lunch and any other meal / function as required on the day.
- Ensure the servery hot plates are ready when needed i.e. turned on and warm.
- Serve food to pupils, staff and visitors adhering to appropriate portion guidelines.
- Operate dishwashers ensuring dishwasher functions are completed satisfactorily including in the servery and the kitchen
- Ensure cleanliness and tidiness of all areas within the catering service including dining rooms, kitchen, store rooms and fridge / freezers.
- Help prepare food items as requested by the Head Chef. Examples include salad bar, replenish fruit baskets, vegetable preparation and cutting bread.
- Prepare hot food to appropriate standard (including meeting required temperatures) in order that it can served in a timely manner.



- Assist with inspection of food for quality and stock levels as well as general maintenance and condition of equipment, raising issues where appropriate.
- Remove and dispose of waste properly and sanitize bins on a regular basis.
- Ensure that correct cleaning products are used as required and that cleaning equipment (including tea towels, mops etc.) are laundered as necessary.
- Ensure lock up conditions are met if last to leave the catering area.

### **General Duties**

- This job description is illustrative and may vary without changing the character of the job or level of responsibility. Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of responsibilities is not exhaustive.
- The postholder must be flexible to ensure the operational needs of the School are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces within the School.
- The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act or other regulation/legislation. Confidentiality must be maintained at all times. Any breach of confidentiality may lead to disciplinary procedures.

### **General Responsibilities**

- Comply with, and assist with the development of ISI and School policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Comply with all requirements relating to the school's Safeguarding Policy, ensuring that all catering staff are also aware of these requirements.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/objectives of the School.
- Establish constructive relationships and communicate with other professionals and agents of organisations beyond the School.
- Lead, attend and participate in regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the School, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the School's Health and Safety policy

## **Benefits**

The successful candidate will be eligible for the following benefits:

- Lunch each day when the kitchen is operational
- Free parking for all employees
- 25 days annual leave plus statutory public holidays
- Access to private contributory pension scheme after qualifying period
- Professional development and ongoing CPD through internal and external training
- Access to Private Cash Plan Healthcare

- General Life Insurance
- Generous School Fee Discounts may be available.

## Remuneration

This is a fulltime, all year-round position based on a 35-hour working week, there may some flexibility with the number of hours worked for the right candidate. The shift pattern includes weekday, weekend and early evening work on a rota basis that can be discussed further at interview.

## Applications

A completed application form together with a covering letter should be submitted by email to the HR Officer [hr@kwc.im](mailto:hr@kwc.im) Closing date for applications Monday 23<sup>rd</sup> February 2026.

