

# TONBRIDGE SCHOOL



## CASUAL WAITING & BAR STAFF



Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally.

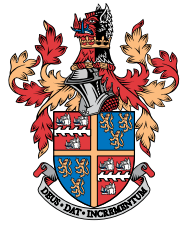
The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.

A well-established house system at the heart of the school fosters a strong sense of belonging. Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create



a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities. Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.

# **Tonbridge School JOB DESCRIPTION**



**Job Title:** CASUAL WAITING & BAR STAFF

**Reporting to:** CATERING EVENTS MANAGER, CATERING EVENTS SUPERVISOR AND THE EVENTS CHEF

**Main Purpose:** To assist with all aspects of function service in line of Catering Events. Ensuring the highest standards & following Health & Safety, Fire, Food & Hygiene rules & regulations.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To carry out all aspect of food and drink service to a high standard.
- To set up & clear function rooms area as required.
- To comply with Health & Safety Regulations, C.O.S.H.H. Regulations, Fire Policy & report hazards to management.
- To carry out any other duties that may be required.
- To maintain the highest levels of personal presentation and hygiene at all times.

## **CONFIDENTIALITY**

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled in the Department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

## **PERSON SPECIFICATION**

### **Skills and Abilities**

- Ability to communicate effectively with both colleagues & customers.
- High Standard of personal cleanliness & appearance.
- Self-motivated.
- Flexible with work hours and be willing to assist in all areas of the operation.

### **Experience & Qualifications**

- Previous catering / waiting experience an advantage.
- Working within a team.
- Basic food handlers certificate an advantage but not essential – full training will be provided.

## **HOURS OF WORK**

- As required and as agreed, and not guaranteed.

## **REMUNERATION**

- £10.65 per hour which includes appropriate holiday pay.



The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy 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 or she must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.



## Application Process

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

An application form and the Job Description can be found at: <https://www.tonbridge-school.co.uk/about/employment-opportunities>

Completed Application Forms to: **Hannah Hollman, HR Adviser, Tonbridge School, Tonbridge, TN9 1JP**

**01732 304153**

[hannah.hollman@tonbridge-school.org](mailto:hannah.hollman@tonbridge-school.org)