



**RATCLIFFE**  
COLLEGE

Appointment of

# **CATERING ASSISTANT**



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GO ANYWHERE.**

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# HEADMASTER'S 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.





# BEGIN HERE, GO ANYWHERE.







# OUR MISSION STATEMENT

**“Learning and Growing in the Light of the Gospel.”**

## **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

To be a leading independent day and boarding school, which is financially secure.



**SCAN THE CODE**  
3-YEAR STRATEGY  
DEVELOPMENT PLAN  
2025-2028.

# ABOUT RATCLIFFE COLLEGE

**Ratcliffe College is an Outstanding 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.

## **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
- **Director of Safeguarding**  
Mr J Masterton
- **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

## **Ratcliffe College Preparatory School**

Ratcliffe College Preparatory School is a thriving and nurturing environment where children aged 3 to 11 are encouraged to develop a lifelong love of learning. As part of the wider Ratcliffe College community, the Prep School benefits from outstanding facilities, a beautiful campus setting, and access to specialist teaching, ensuring a seamless educational journey from Early Years through to Senior School.

Ratcliffe College Preparatory School provides a rich, well-rounded educational experience that nurtures each child's unique talents and potential. Our dedicated staff are committed to delivering a broad, balanced, and ambitious curriculum that supports academic excellence while nurturing creativity, confidence, and character. Alongside core subjects, pupils enjoy a wide range of specialist-led lessons including Music, French, Spanish, Latin, Drama, Physical Education and Games.

Small class sizes and a strong sense of community allow us to truly know each child and support their individual strengths and needs.

An extensive co-curricular programme, regular trips, and enrichment opportunities further enhance pupils' experiences, helping to develop well-rounded individuals prepared for the next stage of their education. The Preparatory School is an exciting and rewarding place to work. Staff are valued members of a collaborative and forward-thinking team, playing an active role in shaping the character and culture of the school.

## **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.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.







# Rosmini Sixth Form Centre



## 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 10% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A\*/A
- 71% grade B or above.
- Ten percent of students achieved A\*/A\*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

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



SCAN THE CODE  
VIRTUAL CAMPUS  
TOUR.



**Free lunch and refreshments**



**Free parking on-site**



**TPS or Defined Contributions  
Pension Scheme**



**Professional Developmental  
opportunities**



## **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

We are looking to a Catering Assistant to join our busy Catering department. The successful applicants will play an important role in ensuring we provide a high quality catering service throughout the school.

Whilst previous experience in a school and/or catering environment are desirable, full training is provided.

### **46 weeks contract per year**

average 35 hours worked over 5 days out of 7, including 2 weekends and 1 Sunday in 5.

Shift times are:

0700 - 1500 & 1200 - 2000,

Monday - Friday

0900 - 1400 & 1430 - 2000, at Weekends

Salary : £12.21 from age 21

For an informal discussion please contact Mr Graham Studd, Catering Manager on 01509 817007

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.

The School reserves the right to interview ahead of the closing date, early application is therefore encouraged.





# JOB DESCRIPTION

## THE 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 boarding Students and Staff.
- 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 cutlery, 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.
- Some overtime may be available to be worked 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.

## General

- 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.

# PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
<b>Skills / knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to solve problems, prioritise and work on own initiative</li> <li>• Good organisational ability with a systematic and methodical approach</li> <li>• Excellent communication skills with an ability to communicate with a range of staff and students</li> <li>• Able to work as part of a team to provide a first class catering service to pupils, staff and visitors</li> <li>• Ability to work on own initiative</li> </ul>		Application form/Interview
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a school and/or catering setting</li> <li>• Experience of working in an environment with young people</li> </ul>	Application form
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Positive work attitude</li> <li>• Commitment to the ethos of the school</li> <li>• Flexible approach to work</li> <li>• Ability to work under pressure</li> <li>• Professional</li> <li>• A customer focused and quality driven approach.</li> <li>• Attention to detail</li> </ul>		Application form/Interview

# HOW TO APPLY

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

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.





# RATCLIFFE TERMS

## **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](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

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





EST. 1847

**RATCLIFFE**  
COLLEGE

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[www.ratcliffecollege.com](http://www.ratcliffecollege.com)



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