



JOB DESCRIPTION
Support

Catering Assistant

The Edinburgh Academy Senior School
42 Henderson Row
Edinburgh
EH3 5BL

Enquiries should be directed to Human Resources at:

humanresources@edinburghacademy.org.uk
0131 624 4920

Closing Date: Monday 20th September 2021 (17:00)

Introduction

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 2–18, with a reputation for being caring and friendly. It aims to provide co-educational excellence with a first class all round education to those of intellectual promise and academic potential, regardless of background, race or creed. The Edinburgh Academy aims to be forward looking and progressive but also greatly values its long held traditions.

Though the school is not academically exclusive, the ability range of pupils is well above the national average. Great emphasis is placed on the pursuit of co-curricular interests alongside academic studies for all our pupils. The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision.

The School consists of a Senior School containing approximately 650 pupils and Junior School containing approximately 400 pupils, and we have a Nursery department of around 92 pupils. The School is a member of HMC. The Edinburgh Academy moved to full co-education across the whole School in 2008.

About the School

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School.

The Junior and Senior Schools are on separate sites, both of which have spacious grounds and sports facilities including extensive playing fields, an all-weather sports area, and a large Sports Hall and Centre.

The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part. The buildings include the iconic Main Hall and the James Clerk

Maxwell Science Centre, which was completed in November 2006.

The 'Prep School' took occupancy of the current Junior School site on Arboretum Road in 1960 with the pre-prep moving in 1987 followed by the Nursery in 2008.

The Edinburgh Academy is a highly regarded school within the local community, across Edinburgh and beyond. Staff and pupils take great pride in this reputation and the commitment from all is evident in the continuing success and progress of the school.

The Edinburgh Academy is committed to sharing its facilities with the local community and has established a series of projects that puts the use of its estates and premises to the public good.

The Senior School

Classes and Assembly

7ths (S6) and 6ths (S5) classes are organised by tutor groups studying either Highers, Advanced Highers or GCE A-level. Across the Senior School no teaching group consists of more than 24 pupils and many are substantially smaller. A School Assembly is held at 8.45am each morning and is attended by all pupils. School services for the whole school are held on several occasions during the session.

Exam Results

The Edinburgh Academy uses both English and Scottish examination boards. Nearly all subjects now present SQA National 5 and Advanced Higher examinations. Yearly academic results can be seen on the School website.

Games and Activities

At the Edinburgh Academy, sport offers opportunities at all levels. The PE curriculum is varied, encompassing a wide variety of team games and individual sports. The School runs teams in a large number of sports and encourages pupils to represent the School at one or more sports at any age group.

In Music, there are about 20 performing groups including orchestras, choirs, wind bands, a big band and several chamber groups.

In Drama there are usually three or four main productions each year. There is a fully active LAMDA qualification schedule in acting, reading for performance, mime, public speaking and Musical Theatre in place.

The Nursery & Junior School

Classes and Assembly

Our Nursery has five classes. In the Junior School approximate class size is 22. We have three classes in each year group.

An assembly is held at 8.45am most mornings, and is attended by the whole school twice weekly.

Curriculum and Results

The Edinburgh Academy Junior School

follows the principles of A Curriculum for Excellence: it is our aim that children will be confident individuals, successful contributors, effective learners and responsible citizens.

Games, Music and Activities

We place great store on the all-round education of children and our very wide and varied co-curricular programme is crucial in this regard.

At the Academy, sport offers opportunities at all levels.

Music is also a great strength in the Academy with all children being encouraged to perform to the best of their abilities.

A full list of co-curricular clubs is available on request but it aims to meet the interests of a wide range of children.

Further details about the School and its resources are given on the School website. www.edinburghacademy.org.uk.

Job Description & Person Specification

Job Title	Catering Assistant
Location	42 Henderson Row, Edinburgh. EH3 5BL
Reporting to	The Commercial Manager
Salary	£8.91 per hour
Hours	16+ hours per week - Five over seven days, standard days Monday – Saturday. Guide hours are 8am - 1pm. Evening and weekend work to be expected. Actual shifts scheduled in advance to accommodate events taking place.
Duration	Permanent
Availability	ASAP
Closing Date	Monday 20 th September 2021 at 5pm

Post Description

Edinburgh Academy is a unique venue available to hire within Edinburgh's New Town area. AccessEA – The Edinburgh Academy Trading Company Ltd is currently recruiting for a Catering Assistant to join our passionate and driven team in Edinburgh working in a busy mobile catering unit.

Duties & Responsibilities

- Assisting with basic food preparation and delivery
- Serving customers in a polite and friendly manner
- Cash handling, till work & cashing up
- General cleaning in the kitchen and catering unit areas
- Weekend work is required

While these are the key responsibilities of the role, this is not necessarily an exhaustive list and other duties may be required to ensure the smooth running of events in Edinburgh Academy facilities.

Personal Specification

- Ideally, you will hold your basic food hygiene certificate and have some supervisory experience
- You must be customer-driven, with the ability to work well in a team
- Be proactive and happy to work in a fast-paced environment
- Previous catering experience in a similar environment would be preferred.
- Experience in Barista is desired but not essential
- Ability to communicate well with young children
- Ability to work well in a team and on own initiative.
- Ability to adapt to change and take on different tasks as and when required.

Applications

Candidates should complete all sections of the enclosed application form.

Candidates are welcome, if they wish, to send a copy of their curriculum vitae, including full details of qualifications and experience, and/or a covering letter explaining why they think they are particularly suited to the role and how it may fit in with future aspirations. However, please note that this is entirely optional and the short listing for interview will be based on the application form.

Further details are available from Human Resources: 0131 624 4920 or humanresources@edinburghacademy.org.uk

Completed applications must be submitted by Monday 20 September 2021 at 5pm to: humanresources@edinburghacademy.org.uk

Conditions of Employment

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and (if necessary) to a satisfactory medical screening.

Child Protection

The Edinburgh Academy is 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 at the enhanced PVG level.

Equal Opportunities

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.

Human Resources