TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH





Information for Candidates

Catering & Events Assistant

Truro School Prep

January 2027

Part-time / Permanent / Term Time Only

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschool.com, recruitment@truroschool.com
Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Kieran Topping

Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Catering & Events Assistant here at Truro School Prep.

Our School is steeped in 140 years of history and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an excellent co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschool.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.



Kieran Topping

Chief Operating Officer

Job Description: Catering & Events Assistant – Truro School Prep

ACCOUNTABLE TO: Chef Manager (Truro School Prep)

PAY SCALE: NT1 on the Truro School OPS Salary Scales (£26,228 pa FTE).

ROLE OVERVIEW:

Working as part of the Catering Team, you will help provide a friendly, welcoming and efficient catering and hospitality service across Truro School Prep. The role will involve supporting the daily catering operation, with a particular focus on preparing and serving afternoon snacks to pupils, providing food for children attending Supper Club and delivering a welcoming hospitality service at school events.

The successful candidate will enjoy working with children and adults, have a positive and approachable manner and take pride in providing a high standard of food and customer service. This is a varied, hands-on role combining food preparation, serving, hospitality and general kitchen support.

KEY TASKS AND RESPONSIBLITIES:

1. Pupil Catering and Afternoon Snack Service

- Prepare and serve afternoon snacks for Prep School children
- Be aware of individual dietary requirements and food allergies, ensuring all food is prepared and served safely.

2. Hospitality and School Events

- Assist with the preparation and delivery of catering for school events and functions.
- Prepare and serve tea, coffee and refreshments to parents, visitors and guests attending school events.
- Help set up and present hospitality areas to a high standard.
- Welcome parents and visitors in a friendly and helpful manner, contributing to a positive impression of the school.
- Assist with clearing and resetting hospitality areas following events.

3. Supper Club Catering

- Assist with the preparation, presentation and serving of food for the small number of children attending after-school Supper Club.
- Ensure meals are served at the appropriate times.
- Cater for individual dietary requirements and allergies, following the school's food safety procedures.
- Clear and tidy the serving area following supper service.

4. Kitchen Support and Food Hygiene

- Assist the wider catering team with general food preparation and kitchen duties as required.
- Maintain clean, tidy and hygienic food preparation and serving areas.
- Undertake washing up and pot washing as part of the normal kitchen operation.
- Assist with clearing and cleaning down after food service and events.
- Follow all food hygiene, health and safety and allergen procedures.
- Ensure equipment and work areas are maintained to the required standards.

5. General Responsibilities

- Work positively and collaboratively with the Catering Team and wider school staff.
- Be flexible and willing to assist with other reasonable catering duties when required.
- Maintain a professional, friendly and approachable manner when interacting with pupils, parents, colleagues and visitors.
- Undertake appropriate training and development to support the needs of the role.
- Uphold the school's values and contribute to a positive experience for everyone using the school's catering facilities.

EXPERIENCE AND SKILLS:

Essential

- A friendly, approachable and helpful manner.
- Enjoys working with children and interacting with people.
- Good communication and interpersonal skills.
- A positive, flexible and willing attitude.
- Ability to work as part of a team.
- Good organisational skills and attention to detail.
- An understanding of the importance of cleanliness, food hygiene and safe food handling.

Desirable

- Previous experience in catering, hospitality, food service or a customer-facing role.
- Experience of preparing and serving food and refreshments.
- Food hygiene training or willingness to undertake training.
- Awareness of food allergies and dietary requirements.

Additional

- Full training will be provided where required

This job description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.



Truro School

Our Motto

Esse Quam Videri, meaning ‘to be, rather than to seem to be.’

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- Curiosity to always want to discover and learn more, academically and more widely too.
- Confidence to build resilience by learning from both successes and failures alike.
- Compassion to understand and champion the needs of others, in our community and beyond.
- Creativity to be imaginative in how we express ourselves and approach new challenges.
- Courage to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a

look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.

Truro School Prep

Truro School is the only HMC School in the beautiful duchy of Cornwall and a member of MIST (The Methodist Independent Schools' Trust). It was originally a Direct Grant Boys' Grammar School but became independent in 1976 and fully co-educational in 1990. Truro School Prep (Treliske School until September 2005) was opened in 1936 as the Junior Department to Truro School. It is a member of the IAPS (Independent Association of Prep Schools). Though, like the Senior School, Treliske was originally a boys' school, it became co-educational in 1989. A Pre-Prep Department was opened in 1991. Truro School Prep is beautifully situated on its own separate campus, between the Royal Cornwall Hospital and Truro Golf Club.

Truro School Prep will end this academic year with 285 pupils between the ages of 3 and 11. Children in Year 6 work towards the Prep School Diploma and the school prides itself on having a broad and balanced curriculum. Each year at least 95% of Year 6 (c50 pupils) proceed into Year 7 at the Senior School. Parents like to commit to the through-school 'family' and a large proportion of parents have more than one child across the School. The social life of the School is therefore an important feature of its ethos. At our Senior School there are currently c800 pupils, including a Sixth Form of around 150. In the Senior School there are also 40-50 boarders, national and international. There is no boarding at Truro School Prep. Day pupils travel from throughout the county to our School, including some on the school buses.

Ongoing investment in our site is important to us. At Truro Prep in 2018 we opened a new suite of six additional purpose-built classrooms; a music room and the Lovett Assembly Hall. Even more recent developments include a refurbished and refitted computer suite, a tree house, and a remodelling of the annexe that houses the educational support rooms and a research room that supports the work of the library.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Excellent pension scheme
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking and refreshments
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

This role is a permanent position working part time, term time only (34 weeks) based at our Prep School. You will be working 17.5 hours a week, Mondays to Friday, 2:30pm – 6:00pm.

Salary

This role is graded at NT1 on the OPS Salary Scales. The actual salary for this role is £8,970 pa based on an fte of 0.3420 and a full-time equivalent salary of £26,228 pa. This equates to £13.45 per hour.

Pension Scheme

As part of its commitment to supporting staff in saving for retirement, Truro School offers a workplace pension scheme through Legal & General. Employees who contribute the minimum of 5% of salary benefit from a 10% contribution from the School.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form



APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application forms in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as preparation and delivery of a lesson, a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.