



Blanchelande College

CATERING ASSISTANT (part time)

APPLICATION PROCESS

Closing date for applications is 5pm Friday 30th January 2026.

Applications should be sent to:

Mrs Alexa Yeoman, Principal:

Email recruitment@blanchelande.sch.gg

Applications for this post should consist of:

- A letter of application stating how you believe you meet the criteria for this role.
- A completed application form.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following shortlisting. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will then normally include:

- A tour of the College.
- Interview, including Safeguarding, with the Bursar and Head of Catering.

The Contract

The position of Catering Assistant is part time, and remuneration will be in line with the States of Guernsey pay scale and will reflect the qualifications and experience of the successful candidate.

All Blanchelande staff are admitted to the contributory Guernsey Civil Service Pension Scheme.

Blanchelande College is committed to safeguarding and promoting the welfare of young people. The successful candidate will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200 Email feehant@blanchelande.sch.gg



CATERING ASSISTANT

PURPOSE OF THE ROLE

Catering staff are committed to supervising and assisting students during lunchtime to ensure a safe and positive environment is maintained and that all students behave in an appropriate manner.

REPORTS TO: Head of Catering

WORKING HOURS: 3 hours per day (11.00 - 14.00), term time

KEY RESPONSIBILITIES

- Assist with the preparation and service of food to pupils, staff, visitors and other customers of Blanchelande College, including associated cleaning and hygiene-related duties.
- Assist with other catering functions as and when required.
- Maintain food safety documentation, including allergen information.
- Maintain a professional working environment, with an awareness of the near presence of school children.
- Along with the Catering team, ensuring the safeguarding and health and safety of students.

OTHER DUTIES

- Safeguard pupils at all times, in accordance with the Safeguarding and Child Protection policy.
- Be fully supportive of the Catholic identity, ethos and mission of Blanchelande College, participating in the school's religious life (e.g. attendance at Mass, collective worship), as required.

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

For completion upon offer of post:

I hereby confirm acceptance of the above job description:

Signed:

Date: