



## Welcome

Dear Applicant

Thank you for your enquiry regarding the positions of Centre Assistant with the Field Studies Council at Malham Tarn. We have 3 vacancies - accommodation is available on the basis of a single and a twin room only due to current accommodation availability.

Please find enclosed the following information:

1. Information about the FSC and Malham Tarn Field Centre  
(Please also visit: [www.field-studies-council.org](http://www.field-studies-council.org))
2. Job Description and Person Specification
3. Summary of the main terms and conditions for the post

If you wish to apply for the position please follow this procedure carefully:

1. Download and complete the Application Form for Non-Education Posts as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position and how your skills and experience match the requirements of the role
3. Completed forms and covering letter should be returned for the attention of:  
Adrian Pickles, Head of Centre, FSC Malham Tarn, Settle, North Yorkshire, BD24 9PU.

If you require an acknowledgement of receipt of your application, please enclose a stamped, addressed envelope. Alternatively you can email your application to [enquiries.mt@field-studies-council.org](mailto:enquiries.mt@field-studies-council.org)

**Applications will be considered as they arrive.**

As a charity, we endeavour to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful on this occasion, however, if this is the case, we sincerely thank you for your interest in our organisation and encourage you to apply for any future posts that may be advertised.

If you have any queries regarding this vacancy please call Mark Dale or Adrian Pickles on 01729 830331. We look forward to receiving your application in due course.

Adrian Pickles  
**Head of Centre**

## JOB DESCRIPTION

**Job Title:** Centre Assistant (Domestic and Catering Assistant)  
**Based at:** FSC Malham Tarn  
**Reports to:** Service Team Leader

**Overall Job purpose:** Centre Assistant(s) will assist in the catering operation and the domestic operation for resident groups at the Centre.

### **KEY RESPONSIBILITIES will include some or all of the following:**

- Service of meals – inc. preparation of dining room, clearing and washing up
- Preparation of sandwich fillings and packed lunch materials
- General cleaning of the kitchen and service areas
- Ensuring laundry is done
- Day to day work in the kitchen including maintenance of hygiene and cleanliness standards, cleaning of the kitchens and equipment, ordering, delivery and stocking
- Preparation of meals – depending on previous experience. Training will be provided.  
*The Centre caters for up to 100 residential visitors and staff and provides occasional meals for non-residential groups.*
- Ensure safe, efficient, customer focused service
- Cleaning and general maintenance of the Centre buildings and immediate grounds as required
- Organising weekly tasks to fit in with the coming weeks' routine
- Ensure a happy, productive working environment that integrates well with other staff at the Centre
- Attend other FSC centres and training events in order to share best practice and improve team and Centre performance
- Taking an active role in the Centre duty system
- Contributing positively to the environmental performance of the Centre
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely with other Centre staff with regard to ensuring that appropriate levels of service are maintained during absences and periods of high workload
- Fulfilling your obligations under FSC's Behaviour Partnership
- Any other duties that may be reasonably be required by the Service Team Leader or Head of Centre to ensure the smooth and efficient running of the Centre

## PERSON SPECIFICATION

|                              |                            |
|------------------------------|----------------------------|
| Post Title: CENTRE ASSISTANT | Centre / Unit: MALHAM TARN |
|------------------------------|----------------------------|

| ESSENTIAL/DESIRABLE FACTORS FOR THE POST   |                                     |                                     | How is this identified?     |
|--|-------------------------------------|-------------------------------------|-----------------------------|
| <b>1. EDUCATION / QUALIFICATIONS</b>   |                                     |                                     |                             |
| Basic Food Hygiene   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application Form            |
| Basic First Aid Certificate  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application Form            |
| <b>2. EXPERIENCE, KNOWLEDGE, SKILLS &amp; ABILITIES</b>  |                                     |                                     |                             |
| Previous catering experience, especially catering for children and young people  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application Form/Interview  |
| <b>3. PERSONAL QUALITIES</b>   |                                     |                                     |                             |
| Trustworthy and reliable   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                   |
| Ability to work as a competent and effective team member   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                   |
| Strong commitment to a high standard of customer care  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application Form/Interview  |
| Good time management and prioritisation skills with the ability to organise own workload   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application Form/Interview  |
| Pleasant manner and flexible approach  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Interview                   |
| <b>4. COMMUNICATION SKILLS</b>   |                                     |                                     |                             |
| Have a pleasant manner and good communication skills – being able to relate well to fellow workers and our full range of customers | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Application Form /Interview |
| Computer skills  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application Form/Interview  |
| <b>5. OTHER CIRCUMSTANCES</b>  |                                     |                                     |                             |
| Enthusiasm for providing residential experiences and out of classroom learning for young people                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Application Form/Interview  |

July 2009

## Summary of Main Terms and Conditions

### Remuneration:

Starting Hourly rate: £5.73 per hour. For residential staff, £31.22 will be deducted per week for accommodation provided. The salary scale is reviewed annually in line with inflation or as recommended by the Joint Staff Committee.

### Hours of work:

Normally 37.5 hours per week but with some variations due to very large or very small groups. Start and finish times will vary. Evening and weekend work will be necessary.

### Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. Part time workers will receive a pro-rata of the entitlement. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave (pro rata for part time).

### Pension:

The post-holder will be eligible to join the Friends Provident Pension Scheme.

### Probationary Period:

This post has a three month probationary period, during which your suitability for the post will be assessed.

### Post Classification:

Category B as defined in the FSC Code of Conduct. (Category A if resident)

### Level of CRB Disclosure Required:

Standard (Enhanced if resident)

# The Field Studies Council

## BACKGROUND INFORMATION

For nearly 60 years Field Studies Council (FSC) has been providing fieldwork and first-hand learning in the outdoors to people of all ages. We aim not only to provide an interesting and enjoyable means of learning a specific subject but to pass on a deeper understanding of the environment and our place in it.

We provide both residential and non-residential field courses from our network of 17 Field Centres, located throughout the United Kingdom. Each Head of Centre is responsible for the operation and performance of the Unit and its teaching, administrative and domestic staff.

FSC's main area of activity is working with schools, providing Geography, Biology, Environmental Science and other courses to complement all stages of the Curriculum; Key stages 1/2/3 to GCSE and A level. The FSC also provides a wide range of special interest courses for adults ranging from painting and photography to the study of habitats and taxonomic groups, professional training courses for teachers and those involved in the environment, University courses, family activity holidays and 'Eco-Adventures' (a mix of environmental and outdoor adventurous activities) are also offered.

In addition to our Centres, FSC runs a busy publishing unit which produces a variety of complementary books and keys. FSC also works with organisations and groups worldwide.

The FSC has an aspiration to work with a variety of partners to assist the charity in delivering its mission: the 'All' of the mission covers geographical spread, varying modes of delivery and specific client groups.

For further information visit our website [www.field-studies-council.org](http://www.field-studies-council.org)

## FSC Malham Tarn

Malham Tarn Field Centre has a deserved reputation for the delivery of high quality field courses in geography and biology across the age range. The Centre is located in the South of the Yorkshire Dales National Park in an area of stunning limestone landscape. The Centre works with local schools, Yorkshire Dales National Park Authority, the National Trust and Natural England in a range of partnerships.

The Field Studies Council strives to invest in training and development which will create the environment for staff to maximise their potential in taking FSC forward.

Looking after our customers is of paramount importance and the Office, Kitchen, Household and Education teams all play their part in ensuring we offer outstanding customer service. The management of the Centre is inclusive, with everyone being expected to contribute and having the opportunity to develop their skills and experience. There are approximately 24 staff at the Centre, with about half living locally in the Settle area. All other staff are residential and live in shared cottages situated 800m from the main Centre buildings.