



GRACE COLLEGE

Emmanuel Schools Foundation

TILL OPERATOR

VALUED, CHALLENGED, INSPIRED

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READING FOR INFORMATION



Reading is the gateway skill that makes all other learning possible. If you know how to read then the whole world opens up to you.

READING FOR INFORMATION



Without books is like a body without a soul.

Tullius Cicero

READING FOR COURAGE

One child, one teacher, one book, one pen can change the world.

Malala Yousafzai



READING FOR ADVENTURE



READING FOR KNOWLEDGE

Books are a friend, books are an escape, books are a means to empowerment and books are a means to understanding yourself. They are everything.

Emma Watson



READING FOR UNDERSTANDING



READING FOR UNDERSTANDING

The more you read, the more you will know. The more you will know, the more you will learn. The more you will learn, the more places you will go.

Dr Seuss



WELCOME

Dear Applicant

I am delighted that you are interested in applying to be a Till Operator at Grace College.

Grace College is a Christian ethos school of character for the whole community, everyone is welcome whatever their educational background, faith position, social or ethnic background. We serve students in the Low Fell area of Gateshead and beyond and we are passionate about transforming the lives of young people by supporting them to achieve their personal best and grow in character. We want our college to be a place of welcome, safety and opportunity for all students. We have high expectations of student behaviour and conduct, therefore, applicants to this post should be committed to upholding these and supporting the college to continue its rapid school improvement journey in doing so.

As leaders we are committed to lead with care, clarity and consistency in order to forge a strong professional culture of personal growth and flourishing underpinned by integrity, humility and trust where staff love to work, and students love to attend.

Rachael Hooker
Principal

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

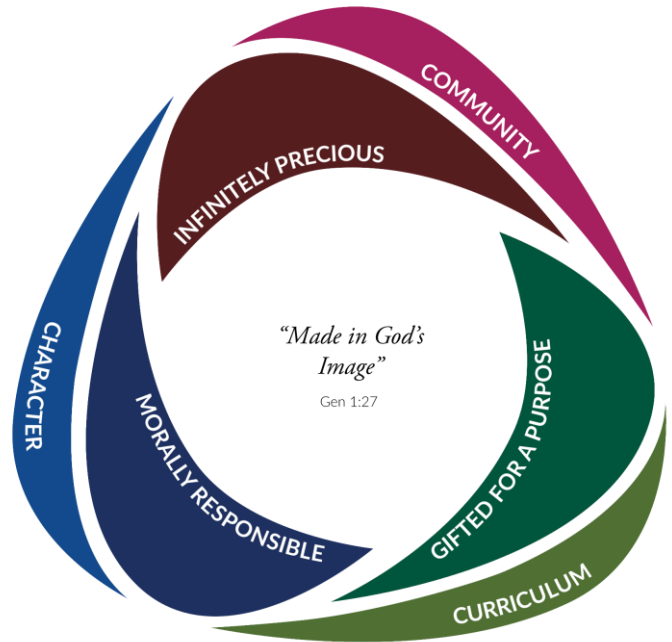
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





GRACE COLLEGE
All our staff work with
the following values:

COURAGE
We are determined to achieve
even in the face of difficulty.

HUMILITY
We avoid arrogance, being real
strengths and weaknesses.

INTEGRITY
We are honest with ourselves
our words and actions agree.

VALUES CHALLENGED. INSPIRED.

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**ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”**

THE ROLE

Reporting to the Catering Manager, the Till Operator will help to provide an excellent catering service throughout Grace College for students, staff and visitors while ensuring that food production is presented and served to an exceptional standard.

- Working as part of the Catering Team you will ensure food service and dining areas are set up to an exceptional standard and in line with standard operating procedures (SOPs).
- To assist with the flow of students, staff and visitors through the restaurant by using the till operating system to charge for their meals and drinks, ensuring all items are charged for correctly.
- To provide outstanding customer service towards all students, colleagues and visitors.
- To ensure food and beverage are served, replenished and correctly presented.
- To ensure catering areas remain clean, tidy and a safe working environment is always maintained.
- To ensure all customer feedback is brought to the attention of the Catering Manager.
- To ensure all food areas are cleared and cleaned in line with standard operating procedures and all equipment is appropriately stored.
- Maintain a safe and secure working environment in line with College Health & Safety procedures.
- Report any maintenance defects, accidents and near misses to the Catering Manager.
- Maintain personal hygiene and appearance to an exceptional standard and in line with standard operating procedures.
- Attend appropriate training courses requested by the College.
- Any other reasonable duty as requested by the Catering Manager.



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**SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”**

THE PERSON

Ideally the successful candidate will be able to evidence through their application form and at interview the following attributes:

- willingness to serve and work as part of a team;
- customer focussed approach;
- ability to keep calm under pressure;
- excellent communication and interpersonal skills;
- positive attitude;
- ability to work unsupervised and prioritise workload;
- willingness and ability to establish and maintain good working relationships;
- a positive, flexible 'can do' attitude with enthusiastic approach.

Whilst training will be given, a strength of the candidate will be to have knowledge and experience of:

- up-to-date knowledge of regulations e.g. COSHH and Health and Safety legislation;
- knowledge of Health and Safety for the role;
- experience of working in a school environment.



APPLICATION DETAILS

Vacancy Details

Term time plus three working days
10 hours a week, Monday to Friday 11.45am to 1.45pm
Annual salary £5,617 paid in 12 equal instalments

Deadline

Closing date: 3rd July 2026

How to apply:

Potential candidates are more than welcome to arrange a visit to the school. For further information, please visit www.gracecollege.org.uk or call HR on 0191 442 2000 or email hrgateshead@esf-org.uk. A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

[APPLY ONLINE HERE](#)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.

