



Catering Assistant

Salary Grade A

£24,224 per annum (£12,733 actual)

Term time only – 22.5 hours per week

9.00am-2.00pm (including 30 min unpaid break)

39 weeks per year + 2 days

Due to increased demand we are looking for an experienced Catering Assistant to join our team of kitchen staff here at Warblington School. You will be self-motivated, able to work with minimum supervision and rely upon good interpersonal and communication skills to be part of our successful kitchen team who provide an essential service to the School.

In this role you will work across our dining area and 'snack shack', so it is important that you can adapt to working both alone and within a team, be flexible to cover all areas front and back of house, and communicate effectively with our pupils and staff. Ideally you will have proven experience as a Catering Assistant in a fast-paced environment.

Your responsibilities will include;

- Providing excellent customer service
- Washing up of utensils and equipment, sterilising where required, following set guidelines, or use of the dishwasher where appropriate
- Assisting with preparation and service of food and beverages
- Operational till duties (biometric payments)
- Helping with deliveries and storage of stock, stock control and stock taking
- Keeping high standard of cleanliness both front and back of the house (light and deep clean)
- Ensuring kitchen hygiene and food safety standards are maintained to the highest level and legislative requirements
- Adhering to Environmental Health and statutory Fire and H&S Regulations as well as COSHH training
- Assisting in all other duties as and when required

The ideal candidate will;

- Need to have good communication skills
- Need to be flexible and have a positive attitude towards work
- Have excellent customer service skills
- Have strong catering experience in a similar fast-paced catering environment

Ready

Respectful

Resilient

Kind



Why Join Us?

- Sociable hours (no evenings, weekends, or school holidays).
- A supportive and friendly working environment.
- The chance to make a real difference in the lives of our students.
- Free financial wellbeing support.
- Free on-site parking and staff wellbeing packages.
- Access to a generous Local Government Pension Scheme.
- Access to Blue Light Card scheme offering over 15,000 discounts on-line and in-store.
- Free access to Doctor Care 24/7 healthcare for you and up to 5 dependents .

Closing Date: 13 April 2026

Interview Date: 17 April 2026

Application Procedure

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. The application is available on the website or you can obtain a paper copy from the school reception.
- 3) In section 'details in support of your application' please tell us:
 - a) Why you are applying for this post.
 - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the requirements of the job description.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer. Employment is conditional on these references being deemed satisfactory.



- 2) Provide proof of eligibility to work in the UK (eg. passport or birth certificate).
- 3) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 4) Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

Salary

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.