



WOODBIDGE
SCHOOL

Work With Us General Catering Assistant

Application Pack



General Catering Assistant

Salary: £25,021.26 per annum pro rata
Actual £11,531.57, 24 hours per week, term time,
34 weeks per year

We are looking to appoint a General Catering Assistant to join our Catering Team at our Senior School.

You will assist with all general kitchen/catering duties in our busy catering department as directed by the Chefs, including the preparation and provision of the food service to pupils, staff and visitors.

4 days a week (6 hour shift, 24 hours a week).

1 weekend in 4.

Each week 2 x late shifts (12.30 - 6.30) 2 x early (10am - 4pm).

The applicant will have an interest in food preparation and production and ideally a knowledge of working equipment used in kitchens and experience in a catering environment or a customer facing role. However, prior experience is not essential.

To apply for this role, please click on the link and complete the application form, a CV and covering letter will not suffice.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/vacancies/>

Closing date: 3 August 2025

Interviews W/C: 3 August 2025

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



Job Description

Job Title General Catering Assistant	
Reporting to GCA Supervisor	Department Catering

Job summary

To assist with the preparation and provision of the food service to Seckford Foundation/Woodbridge School pupils, staff and clients and to assist with general catering duties as directed by the Chefs/Head Chef.

Key responsibilities

- To assist with basic vegetable preparation under the direction of the Chefs.
- To carry out the process of food service, adhering to the portion control guidelines and food safety requirements.
- To assist with the cleaning of the kitchens and washing up as required.
- Ensure compliance with hygiene and Health and Safety measures at all times.
- Ensure timely compliance with compulsory and non-compulsory training as required by the role.
- To assist with ensuring that the dining room is fit for purpose and presentable for each meal serving or event.
- To provide a high level of good customer service to a range of users of the dining room.
- Work in a flexible manner and be prepared to assist with functions and lettings catering tasks at the Seckford Foundation sites or offsite from time to time.
- Advising Chefs/Head Chef of any stock shortages or broken equipment.
- Any other duties which may be reasonably required to meet the needs of The Seckford Foundation and as determined by the Catering Manager.

Health and safety

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to the Foundation's/School's Health and Safety Policy.

Child Protection statement

- The School/Foundation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the school's child protection officer or to the Head.

Brand values

- Ensure that their work, communication and approach conform to the brand values and house style of the School and the wider Seckford Foundation.
- Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on the School Intranet.

Uniform

- Staff should look presentable and wear the uniform provided.

Person Specification

Education and Qualifications	E	D
• Basic literacy and numeracy in order to read instructions/complete forms etc;	✓	
• Basic Food Hygiene Certificate;		✓
• Basic First Aid.		✓
Knowledge and Experience		
• Awareness of Health, Safety and Hygiene Regulations;		✓
• Knowledge of equipment used in kitchens		✓
• An interest in food preparation/production	✓	
• Previous experience in a catering post;		✓
• Experience in a customer facing role.		✓
Skills		
• Able to organise own work effectively;	✓	
• Good verbal skills in order to communicate effectively face to face with pupils, staff and guests;	✓	
• Able to participate effectively as part of a team;	✓	
Safeguarding		
• A commitment to safeguarding and promoting the welfare of young people and vulnerable adults.	✓	
Personal Qualities		
• Punctual and reliable;	✓	
• Flexible approach;	✓	
• Able to work under pressure and to deadlines.	✓	

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay
School Fees	School fee remission may be available depending on individual circumstances after successful completion of probation period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation.• Access to Employee Assistance Programme

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply, preferably by email, stating "General Catering Assistant" in the title line to recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to

The People Team
Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.

