



WOODBRIDGE
SCHOOL

Work with us

BAR ASSISTANTS

APPLICATION PACK

Bar Assistants (3 positions)

Salary: £13.82 per hour

Casual hours as and when required

We are looking to appoint three flexible and customer focused Bar Assistants to support with the smooth running of our bar areas at various internal and external functions. You must be over 18 to apply as you will be handling alcohol.

You will be required to work as and when required to meet the needs of the events team and will provide food and beverage services to both the School and the Theatre working with a range of people from students, staff, parents, guests, and visitors. You will mainly be based in the Theatre for evening and weekend shows.

The ideal candidate will have experience in a customer facing environment. Front of house or catering experience is desirable but not essential. You will have the ability to work in a busy environment with a priority for meeting the needs of guests and the smooth running of the bar.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>. A CV and covering letter alone will not suffice.

Closing date: Thurs 30 April 2026

Interviews: TBC

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

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: Bar Assistant	
Department: Catering	
Hours: Zero	Accountable to: Catering Manager
Job Purpose: To provide a successful and customer focused service of beverage at required events within the School and the Theatre to pupils, staff, parents, guests and visitors.	
KEY RESPONSIBILITIES: <ul style="list-style-type: none">• Ensure your work area is clean, appropriately presented at all times.• Ensure thorough and up to date knowledge of menu and offering in order to provide relevant information to a range of audiences such as pupils, staff, parents, guests and visitors.• Prepare alcohol or non-alcohol beverages for the bar.• Interact with customers, take orders, and serve snacks and drinks.• Assess customers' needs and preferences and make recommendations where required.• Check customers' identification and confirm it meets legal drinking age requirements.• Keep the bar organised, stocked and clean as well as open and lock up the bar after each shift and cash up the till.• To be responsible for the bar cash float, all cash taken, credit card transactions.• To be aware of all relevant emergency and evacuation procedures.• Responding quickly and sympathetically to any customer concerns.• Adhering to all health and safety requirements, including food hygiene regulations.• Ensuring any issues are reported to the line manager in a timely fashion.	
GENERAL RESPONSIBILITIES:	
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 Woodbridge School's Health and Safety Policy and Health and Safety law.	
Child Protection/Vulnerable adult's statement Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and 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 our policy 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 vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience in a customer facing environment; 	✓	
<ul style="list-style-type: none"> Previous experience in a front of house or catering environment. 		✓
<ul style="list-style-type: none"> Skills and Attributes 		
<ul style="list-style-type: none"> The ability to work well in a team in a busy catering environment meeting the requirements of the guests; 	✓	
<ul style="list-style-type: none"> Ability to keep the bar organised and well stocked; 	✓	
<ul style="list-style-type: none"> Ability to effectively open and close the bar including the cashing up of the till at the start and end of every shift; 	✓	
<ul style="list-style-type: none"> Able to adhere to working procedures and health and safety requirements within the kitchen environment. 	✓	
<ul style="list-style-type: none"> Safeguarding 		
<ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	✓	
<ul style="list-style-type: none"> Personal Qualities 		
<ul style="list-style-type: none"> Positive attitude and excellent communication skills; 	✓	
<ul style="list-style-type: none"> Customer focused with a welcoming approach; 	✓	
<ul style="list-style-type: none"> Sympathetic to the requirements of the guests; 	✓	
<ul style="list-style-type: none"> To be able to work flexibly; 	✓	
<ul style="list-style-type: none"> The ability to carry out the work under minimal supervision. 	✓	

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given 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 "Bar 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 at:

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 ring 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.