



WOODBRIDGE  
SCHOOL

*Work with us*

**General Catering Assistant – Fixed Term**  
APPLICATION PACK

# General Catering Assistant – Fixed Term

**Salary: £12,760.00 per annum pro rata**

**Actual Salary: £11,935.18**

**24 hours per week**

**34 weeks term-time**

**Fixed term to cover a period of maternity leave**

We are seeking a reliable and enthusiastic General Catering Assistant to join our Catering Team at the Senior School. Working within a busy and fast-paced environment, you will play an important role in supporting the day-to-day operation of the kitchen, ensuring the smooth preparation and delivery of high-quality food service to pupils, staff, and visitors. Reporting to and working under the direction of the Chefs, you will assist with a range of general kitchen duties, contributing to an efficient, clean, and welcoming catering environment.

The successful candidate will have a keen interest in food preparation and a proactive approach to teamwork, with the ability to adapt to the demands of a busy kitchen. While previous experience in a catering or customer-facing role and familiarity with kitchen equipment would be beneficial, it is not essential, as full training can be provided. What is most important is a positive attitude, strong work ethic, and a willingness to learn, helping to ensure an excellent standard of service and a positive dining experience for all.

This role is offered on a fixed-term basis to cover a period of maternity leave within the team. Your expected working pattern will be 24 hours per week over 4 days with variable shift patterns (2 x 9:00am to 3:00pm or 10:00am to 4:00pm and 2 x 12:30pm to 6:30pm 1 weekend in 4).

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/>.

**Closing date:** 17 July 2026

**Interviews:** W/C 20 July 2026

***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:** General Catering Assistant – Fixed-term

**Department:** Catering

**Hours:** 24 per week

**Accountable to:** Catering Manager

## **Job Purpose**

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.

## **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

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Basic literacy and numeracy in order to read instructions/complete forms etc;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Basic Food Hygiene Certificate;</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Basic First Aid.</li> </ul>		✓
<b>Knowledge and Experience</b>		
<ul style="list-style-type: none"> <li>• Awareness of Health, Safety and Hygiene Regulations;</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Knowledge of equipment used in kitchens;</li> </ul>		✓
<ul style="list-style-type: none"> <li>• An interest in food preparation/production;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Previous experience in a catering post;</li> </ul>		✓
<ul style="list-style-type: none"> <li>• Experience in a customer facing role.</li> </ul>		✓
<b>Skills and Attributes</b>		
<ul style="list-style-type: none"> <li>• Able to organise own work effectively;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Good verbal skills in order to communicate effectively face to face with pupils, staff and guests;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Able to participate effectively as part of a team.</li> </ul>	✓	
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>• All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	✓	
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>• Punctual and reliable;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Flexible approach;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Able to work under pressure and to deadlines.</li> </ul>	✓	

# BENEFITS

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

# 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 – Maternity Cover" in the title line to:

[recruitment@seckford-foundation.org.uk](mailto: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.*