



**BOURNEMOUTH SCHOOL  
FOR GIRLS**

# **Catering Assistant**

## **Bournemouth School for Girls**





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Dear applicant

Thank you for your interest in our role of Catering Assistant.

This is an opportunity for a suitably experienced and personable candidate to join our excellent in-house catering team at a time of growth and development. In September 2024, Bournemouth School for Girls installed a high quality 6 Form Common Room with a coffee shop look and feel (photos below). The offering is very similar to well know coffee shops but with most items produced in-house. We are seeking a catering assistant to take on this service as their main role, producing items and serving but also developing the offering with new ideas, seasonal drinks and promotions to create a novel, vibrant and fresh offering for our 6<sup>th</sup> Form area.

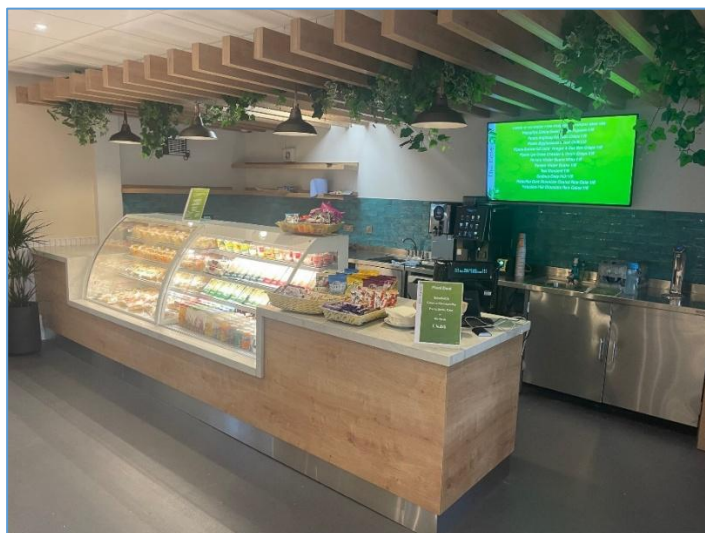
The successful post holder will join our team with the experience and skills to make this area a success. They will be comfortable to work alone for long periods but also as part of a wider team of 8 providing catering services across the school. You will be working for an organisation offering an excellent package of benefits and committed to a good work life balance. **This is a term time only and part-time post, working 8am to 2pm each day in term time, plus inset days.**

BSG is a girls' 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. A key aim is to be a great school to work and learn at.

This information pack contains details of the post, terms and conditions and the school. Applications need to be submitted on the Application Form for Support Staff which can be found on our website [www.bsg.bournemouth.sch.uk](http://www.bsg.bournemouth.sch.uk)

Applications may be submitted by post or by email to [lmckenzie@bsg.bournemouth.sch.uk](mailto:lmckenzie@bsg.bournemouth.sch.uk) by the closing date of 10am on Monday 22 September 2025 however please apply as soon as possible as we reserve the right to close the advert earlier if an appropriate person is found for the role before the closing date. If you have not been contacted for interview by 29 September, please assume you have been unsuccessful on this occasion.

**Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Candidates should note that the school will carry our social media searches in line with the guidance in KCSIE 2023.**





# Job Description and Person Specification

**Post Title:** Catering Assistant  
**Responsible to:** Assistant Chef and Chef Manager  
**Employment Basis:** Part time (30 hours), Term Time Only

## Core Purpose of the Role

To assist in the preparation, cooking and serving of meals (under the direction of the Assistant Chef and Chef Manager).

## Key Responsibilities

- To assist in all aspects of food preparation, cooking and serving of meals and deputise for absence of Cook in Charge.
- Preparing the area for meals
- Delivering a high-quality face to face meals service
- To carry out washing-up, cleaning of equipment and kitchen areas, as directed
- To clear and clean the dining areas.
- To prepare beverages, as directed.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge and Skills

- Formal qualification or 2 years' experience in a relevant catering position
- School and coffee shop experience desirable
- Experience in a volume catering establishment
- Team work skills
- Reliable, dedicated
- Strong communication skills

## Academy Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.
- To play a full part in the life of the Academy community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.



# Salary and Benefits

The post holder will be paid on Grade 2, £24,412 to £24,795 FTE (£16,958 to £17,223 actual)  
This is a term time, part time contract, working 5 days per week from 8am to 2pm (30 hours). Annual leave is added to weeks worked and divided into 12 monthly payments through the year.  
Local government defined benefit pension scheme  
Employer funded healthcare money back scheme  
Access to salary sacrifice benefits such as cycle to work  
Access to wellbeing resources, discounts and other special offers for services  
Free use of new and highly equipped gym (conditions apply).  
Free parking on site.

## Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

As part of the recruitment process Bournemouth School for Girls will undertake social media checks in line with Keeping Children Safe in Education guidance.

