



Catering Assistant Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 20% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.



When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply, you will be committed to working to high standards and will ensure these are replicated. Moreover, you will be joining a committed team of staff who make it their business to provide students with the very best opportunities and environment to be successful. The catering team provide quality catering provision for 1500 students in a Secondary School environment. ensuring that students enjoy meals that are planned and prepared with great care and skill and, of course, taste delicious. The core operation is breakfast, breaktime snacks and lunch time service for staff and students.

To explore the vacancy in more detail prior to applying, a conversation can be arranged with our Head Chef Stewart Bulman by contacting sbulman@campden.school. Alternatively, please contact the school by telephone on (01386) 840216. In addition to this, a wealth of information about our school can be found on our website.

If you would like to apply for the post, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages (min. font 11) and should outline how your skills set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Thursday 4th October 2025**.



I look forward to hearing from you.


Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, including gymnasium, swimming pool and fitness equipment.
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme
- Freshly prepared and cooked food available on site

- Health and wellbeing support including access to an Employee Assistance Programme (including partners and dependents), confidential counselling services and support from our Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.



- Outstanding, tailored CPD
- Pension Scheme membership (Peoples Pension)
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title: Catering Assistant

Reporting to: Sous Chef, Head Chef

Grade: B (1) - £25,467 p.a. FTE (full time equivalent salary)
£11,180 p.a. Actual pro rata salary for 21 hours

Contract: Permanent, 38 weeks

Pattern of Work: 21 hours, Monday – Thursday, 9.15am – 2.30pm

Job Purpose:

To assist with all functions as required by the Sous Chef and Head Chef to ensure the smooth running of the department and to ensure a quality service is delivered in the nominated area of work. To provide support in the preparation, cooking and serving of food and beverages plus related kitchen/catering duties

Main Duties:

Pre-Service and Service

- To understand all dishes on the menu including allergens
- To have nominated area ready for service
- To work with and handle all types of food
- Prepare ingredients, assist in the cooking of and presentation of dishes
- To ensure everyone is served in a timely, courteous manner
- To ensure work is at a fast pace, organised and with purpose in order to minimise waiting time
- Food is placed on the plate in a style that shows food to its best advantage
- To liaise with the Sous/Head Chef during service to meet demands of products on the menu
- To assist covering the food tills at break and lunch times
- To report any shortfall to the Sous/Head Chef

End of Service and during Shift

- To ensure that all nominated areas are cleaned down in accordance with the cleaning schedule in readiness for the next service.
- Assist with all aspects of general tidying up and cleaning the kitchen and dining area.

Safety

- To adhere to Food Safety, Health and Safety and Allergen Management Regulations
- To ensure all heavy lifting duties are completed in accordance with Manual Handling Regulations and in line with training provided
-

Appearance and Behaviour

- To wear the uniform provided
- Maintain good working relationships with work colleagues and customers
- Be flexible in approach, helpful and willing and be available to work at critical service times

Other commitments

- By agreement and with notice, to assist with events that may fall outside of normal working hours.
- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the job
- To share the School's commitment to safeguarding the promoting the welfare of children and young people and undertake relevant training as required
- This job description is non-contractual. Duties and responsibilities may vary from time to time

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Literacy and numeracy sufficient to perform job tasks	E	A
Basic IT Skills	E	A
Health and Safety / First Aid	D	A
Level 2 Food Safety & Hygiene Certificate	D	A
Level 2 Allergen Management Certificate	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Good food preparation skills and general knowledge of nutrition	E	A/I
Ability to work under pressure to deliver food within tight timescales	E	I
Experience of working in a kitchen/refreshment or food venue	D	A/I
Understanding of food hygiene and health and safety regulations – understanding of how to avoid potential cross contamination	D	A/I
Knowledge of service delivery	D	A/I
Experience of working commercial catering equipment	D	A/I
Ability to rotate stock perishable or otherwise	D	A/I
Experience of cleaning and using cleaning products	D	A/I
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Able to carry out routine tasks without close supervision	E	I
Able to work as part of a team and relate positively to young people	E	A/R
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
Someone who is: <ul style="list-style-type: none"> Willing to work outside of normal hours if required Flexible and adaptable to changing circumstances Enthusiastic, approachable and team spirited 	E	I



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