



Devonport High School for Girls

A Specialist Language College

Information Pack

CATERING ASSISTANT *(Part-time, permanent)*

Dear Applicant



Thank you for your interest in the position of Catering Assistant at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

The roles are for 15 hours per week, during term-time only (38 weeks per year). The hours of work will be Monday to Friday 10.00am – 1.00pm or Monday to Friday 12.30pm – 3.30pm. The salary is Grade B, Points 3 - 4 (£24,027 – 24,404), actual salary (£8,161 - £8,290).

The successful candidate will be expected to attend the staff training day in September each year.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

In this applicant information pack, you will find a Job Description, and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,



Lee Sargeant
Head Teacher

The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.

Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.



The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 850 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.

As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Deputy Head

Teacher, four Assistant Head Teachers and the Business Manager.

Job Description: Catering Assistant

Job Title:	Catering Assistant
Scale:	Grade B, Points 3-4
Hours:	15 hours per week (term time only). Attendance at Training day in September.
Responsible to:	Assistant Catering Manager, Catering Manager
Responsible for:	No line management responsibility
Job Purpose:	To assist in the kitchen and dining area as required in the preparation of meals, food service, cashier, dish and utensil washing, general cleaning and other tasks associated with catering

Duties and Responsibilities:

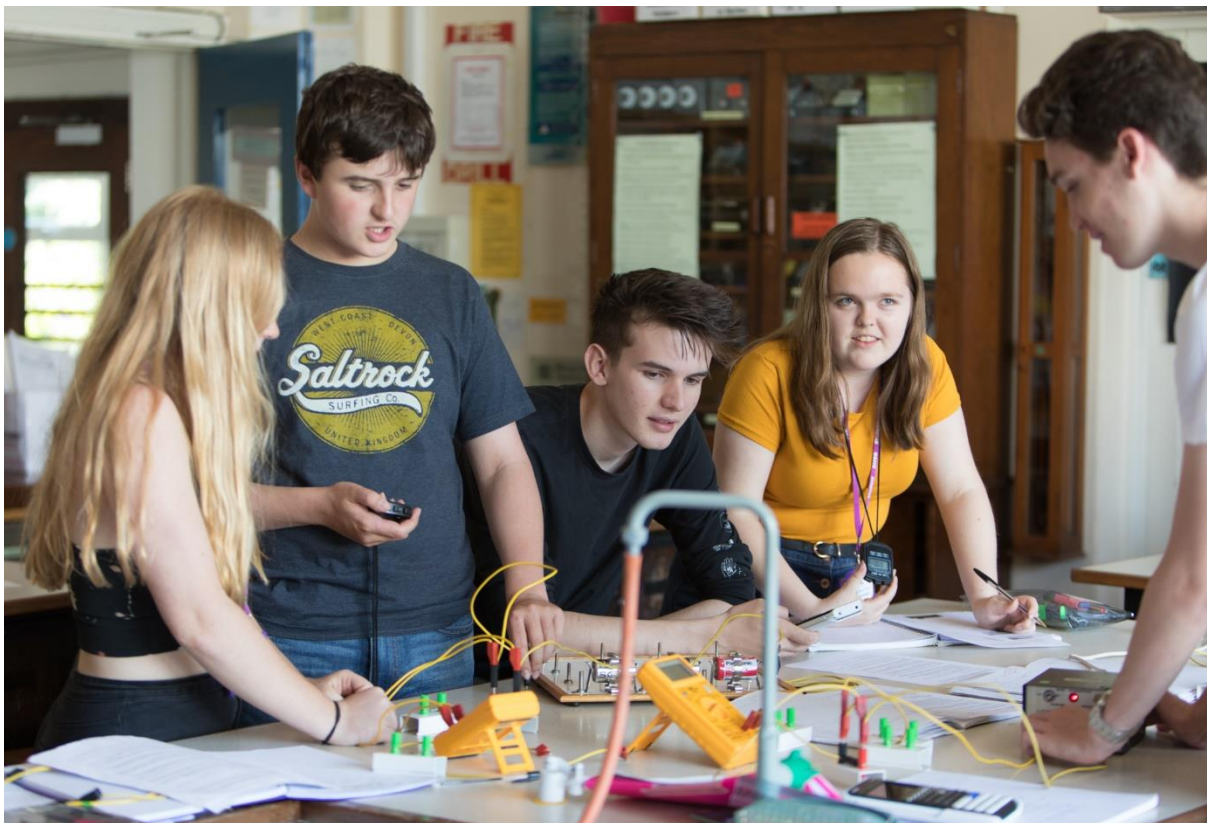
1. To assist in the preparation of meals as directed by the Catering Manager to include:
 - Preparation of vegetables including freeze-dried, frozen and dehydrated products
 - Preparation of simple sauces, biscuits and pre-mixes according to requirements
 - Simple frying, boiling, steaming of vegetables
 - Preparation of salads and sandwiches
 - Restock vending machines as required
2. To operate kitchen machinery such as mixers, slicers, ovens and hotplates as required.
3. To assist with setting up the service counter, service of the food according to type of service used and clearing of the service area.
4. To assist in the supervision of the serving area as required.
5. To help clean the dining room and tables between breakfast, break and lunchtime.
6. To operate the tills and facial ID payment system.
7. To record all authorised free meals customers and duty meal customers.
8. To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
9. To clean floors and equipment in the kitchen, including cooking equipment as required.
10. To assist in the in-depth cleaning of the kitchen and kitchen equipment on cleaning days using the specialised cleaning method and products developed for this task.
11. To assist with stock take as directed by the Assistant Catering Manager/Catering Manager.
12. To work as part of a team within the catering area and be prepared to rotate duties.
13. To contribute to team meetings and undertake any necessary training.

14. To ensure the uniform/protective clothing provided by the school is both clean and tidy and presentable for normal working and worn at all times.
15. To undertake any other relevant duties as required at the discretion of the line manager or other designated supervisor as appropriate to the grade of the post.

General Responsibilities:

1. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, reporting any concerns to an appropriate person.
2. To be aware of and support difference, and to ensure equal opportunities for all.
3. To contribute to the overall work and aims of the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.



How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to recruitment@dhsg.co.uk. The form can be downloaded from the 'Staff Vacancies' section of the website at www.dhsg.co.uk. Please note that CVs are not accepted.

Applications for this vacancy must be received by **9am on Friday 4 July 2025**. Interviews will be **Tuesday 8 July 2025**.

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy
Personnel Assistant
Devonport High School for Girls
Lyndhurst Road
Peverell
Plymouth
Devon
PL2 3DL

T: 01752 705024

E: recruitment@dhsg.co.uk

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657