OUNDLE
School

Food Service Assistants

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

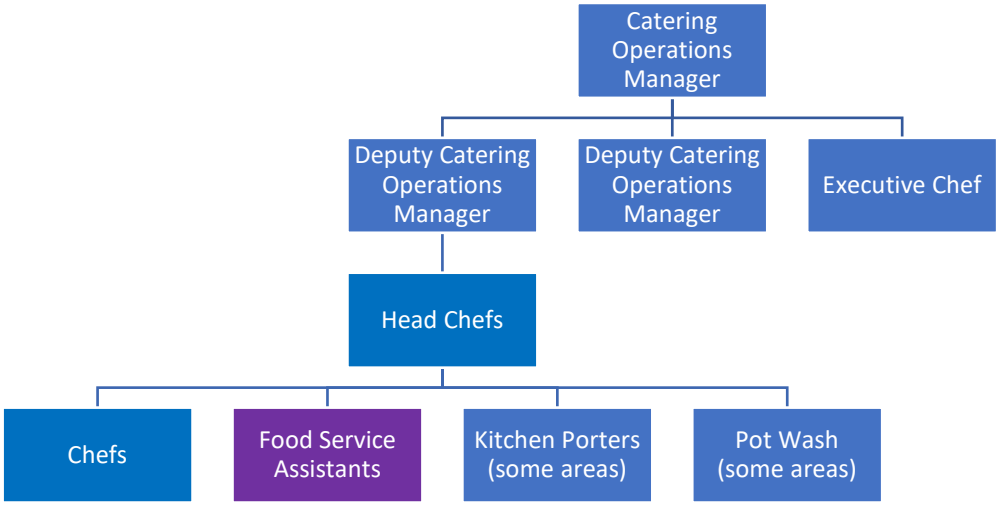
About the role

The purpose of the role is to provide a catering service of the highest standard at all times for pupils, staff and visitors within the School.

About the department

The Catering Department consists of approximately 110 staff who support all internal dining for 14 boarding houses (either in house or in joint dining rooms), the senior day house and the junior school, all hospitality events and the catering requirements for the external Lets business during School holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings and outside of normal service periods.

The working pattern for most Catering staff is organised over a two-week rota, with every other weekend off. Some split shifts are required. All applicants must therefore be able to work weekends, and some split shifts.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Food and Service

- Basic food preparation under the supervision of Chefs and/or Catering Supervisors.
- Provide food service to pupils and staff to an excellent standard of politeness and efficiency.
- Control portions according to specification and instruction.
- To ensure that all food is presented to a high standard.
- To demonstrate a positive working style with an enthusiastic, committed, flexible attitude and good team work.
- To ensure School policies e.g. nut allergy and dietary requirements, are being followed.
- To follow inspection process for opening and closure of production and service areas.
- To follow the guidelines for the waste management.
- To notify a member of the Management Team if there are signs of pests or health and safety issues.
- To complete systems and procedures in all food production and storage areas and under instruction, to monitor and maintain the standards of the food served.
- To take part in the introduction of new service innovations on a regular basis including special days.
- To seek out and be aware of your duties throughout the day, especially during service periods to ensure that service runs as smoothly as possible.
- To work within all legislative requirements including Health & Safety, fire and hygiene legislation in all areas as instructed by the Assistant Catering Manager, Head Chef, Chef or Supervisor.
- Actively take part in cleaning the kitchen and ancillary areas throughout the day to ensure they are kept spotlessly clean.
- To correctly complete and use cleaning schedules.

Finance

- To work as instructed to ensure the Catering Department operates at maximum efficiency within budgetary targets to deliver the required level of service at all times.
- To be aware of food stock levels and bring to the attention of the Head Chef or Assistant Catering Manager if stock is running out or going out of date.

Outlet Communication

- To be a part of an effective communication strategy across the catering department.
- To take part in pre-service briefings.

Legislative

- To complete as instructed and be trained in the correct and safe operation of all equipment and chemicals.
- To undertake food production in line with legal requirements and in relation to HACCP.
- To assist in keeping records including numbers fed/temperature controls/waste and all other food and health and safety documents required by law.
- To report all accidents, emergencies, near misses, own absence, queries or concerns to a Line Manager in accordance with the Staff Handbook & other departmental guidance documents.

Time Keeping

- Complete timesheets accurately and appropriately.

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Able to gain Level 2 Award in Food Safety in Catering before the end of probationary period.	•	
Able to gain CIEH Level 2 in Allergen Awareness before the end of probationary period.	•	
Level 2 Award in Food Safety in Catering		•
CIEH Level 2 in Allergen Awareness		•
Competencies, Skills & Experience	**Essential**	**Desirable**
The ability to take and follow instructions given	•	
Knowledge of basic food preparation	•	
Good communication skills	•	
Manual handling qualification		•
Experience of following safe working procedures		•
A basic knowledge of or qualification in COSHH		•
Understanding of safe manual handling procedures, particularly movement of hot liquids		•
Good knowledge of food service procedure and equipment		•
Have basic fire training		•
A basic knowledge of IT		•
Personal qualities	**Essential**	
Excellent personal presentation / personal hygiene	•	
Team player	•	
Flexibility to work weekends and un-social hours	•	
Able to carry out manual work, which will include some medium level lifting and stretching	•	

Fine manual dexterity	•
Ability to work in extremes of heat and cold	•
Ability to push heavy trolleys over distance	•
Able to stand for long periods of time	•
Reliable	•
Good time keeper	•

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be discussed at interview
- **Contract:** Permanent
- **Working Hours:**

  40 hours per week
  Working to a two-week rota including weekends, split and evening shifts. The shifts are between 07:00am – 20:30pm.

  20 hours per week
  Working a two-week rota to include working a day, weekend and evening shifts.
  Weekend shifts to be between 07:00am – 20:30pm and evenings 18:30pm – 20:30pm.

- **Salary:** £12.71 per hour. You will be paid each month through the year.
- **Holidays:** 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is Friday 11th December 2026, 9am.
Interviews will be held week commencing 14th December 2026.

If you have any questions about the role, please contact:

Human Resources
Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE
Email: opportunities@oundleschool.org.uk / Tel: 01832 277193