



Birchwood High School

your dreams, your future, our challenge

Catering Assistant

Recruitment Pack





*At Birchwood, we are part of something special, welcoming all,
supporting all, and encouraging all.*

*Together, we enjoy the exploration of ideas, the excitement of
learning, and the celebration of our achievements in a school
where we feel safe.*

CONTENTS

Welcome From Our Principal	3
About Birchwood High School & The Local Area	4
Key Facts And Statistics	5
Job Description	6
Person Specification	7
Important Application Information	8
How To Apply	8

WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be 'Good' in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

your dreams, your future, our challenge.

Sam Griffin,
Principal

ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

KEY FACTS AND STATISTICS



RATED '**GOOD**' IN ALL AREAS
JANUARY 2025



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11
227 - SIXTH FORM STUDENTS

21%

SEND

11%

FSM

13.6%

EAL

12.4%

PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

BIRCHWOOD ALUMNI

”



JOB DESCRIPTION

JOB TITLE	Catering Assistant
SALARY / GRADE RANGE	Scale HA SCP 2
HOURS OF WORK	35 hours per week (7am to 2.30pm), Term Time Only + Inset Days (39 weeks)
RESPONSIBLE TO	Catering Manager

Purpose:

To prepare and serve food as instructed by the Catering Manager to the defined standards and quality working within statutory guidelines regarding current health, safety and hygiene legislation and the school Health and Safety Policy, with the aim of achieving high standards of customer care and ensuring the provision of good quality food at low cost.

Duties:

- To prepare, cook and serve food to meet the specifications as defined by the school.
- To include meeting the meal requirements of the staff and students and any special emergency and function catering.
- To handle cash accurately when required and ensure all monies are properly accounted for.
- To undertake basic cooking as required by the Manager to the standards specified by the school.
- To understand and work within guidelines regarding current health, safety and hygiene regulations, and Birchwood's Health and Safety Policy.
- To assist with cleaning duties as required by the Manager within the kitchen or dining room, including general washing up and cleaning away.
- Any other duties commensurate with your grade



PERSON SPECIFICATION

Attributes	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Good Level of numeracy and literacy 	<ul style="list-style-type: none"> • Basic Food hygiene certificate
Experience		<ul style="list-style-type: none"> • Previous experience of working in a school environment • Some kitchen experience
Skills and Knowledge	<ul style="list-style-type: none"> • Good communication skills – both verbal and written • Works well under pressure ensuring the standards are maintained. • Interacts well with customers 	<ul style="list-style-type: none"> • Operation of till system • Basic knowledge of safe working practices
Personal Qualities	<ul style="list-style-type: none"> • Ability to work well as part of team • Hardworking and committed to achieving excellence • Have an interest and awareness of food presentation • Willingness to learn and develop new skills • Can work with independently within set boundaries using own initiative. • Is reliable and punctual • High standard of personal hygiene 	
Other	<ul style="list-style-type: none"> • Physically capable to carry out some lifting • Be well presented and of smart appearance 	
Special requirements	<ul style="list-style-type: none"> • No holidays can be taken during the term time • Uniform and protective equipment will be provided 	



IMPORTANT INFORMATION

JOB TITLE	Catering Assistant
SALARY	Scale HA SCP 2 FTE £24,413 plus outer fringe allowance pro rata for part time Actual Pro Rata from approx. £20,251
HOURS OF WORK	35hrs per week, term-time only + Inset days (39 weeks per annum) 7am to 2.30pm, Monday to Friday
TERM	Permanent
START DATE	January 2026
CLOSING DATE	15 th December, 9am
INTERVIEW DATE	17 th December 2025

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via admin@birchwoodhigh.org.uk, or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

HOW TO APPLY

Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

Please contact our HR Manager via admin@birchwoodhigh.org.uk if you have any questions.



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admin@birchwoodhigh.org.uk


01279 655936


www.birchwoodhighschool.co.uk