



Catering Assistants

2 positions available

Part-time, Monday to Friday:

- 1 position 8am – 2pm
- 1 position 9am – 2pm

Working during term-time plus 4 days
during each main school holiday

Starting November/December 2026

Permanent Contract

Salary: £13,936 - £16,722







Faithfully Boldly Successfully

Our School Values

- Aspiration
- Courage
- Creativity
- Excellence
- Inclusivity
- Perseverance
- Responsibility

*Girls with
Goals*

*Fearlessly
Female*

*Futures
without
limits*





EDGBASTON
HIGH SCHOOL

A proud legacy

Since 1875, Edgbaston High School has been proudly pioneering girls' education. As Birmingham's oldest independent girls' school, we have spent the last 150 years empowering generations of young women to learn fearlessly, grow with confidence, and shape futures without limits.

The School's governing body provides robust support and active encouragement for all aspects of the School's work and a recent ISI inspection found that leaders implement a well-planned curriculum which is matched carefully to the needs and abilities of pupils throughout the school.

The School site is very pleasantly situated next to the Botanical Gardens in the leafy suburb of Edgbaston, 1½ miles from the city centre.





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A diverse community

We nurture confident, considerate and intellectually curious young women at EHS. In a diverse, stimulating and supportive environment, we recognise every girl as an individual. We encourage each one to explore and develop her abilities – so she leaves us with the academic qualifications, personal values and social skills to succeed in a rapidly changing world.

Diversity and inclusion inspire everything we do. Our staff and pupils proudly embody the rich, vibrant tapestry of cultures that make Birmingham such a remarkable city. Together, we champion our differences and draw strength from them.

We encourage everyone to bring their whole selves to work because we value the strength that a truly diverse workforce brings to our school. We celebrate our differences and recognise the positive impact they have on our inclusive culture. This includes diversity of age, disability, gender identity and expression, religion, race, sex, sexual orientation, and socio-economic background.



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Facilities to inspire

- Pupils' education from Nursery through to Sixth Form at EHS is supported by superb academic facilities in our large site, including:
 - Sports facilities - pool, gym and fitness suite, dance studio, floodlit astroturf, athletics track, cricket square, outdoor courts and sports pavilion
 - Outdoor learning and play areas
 - Fully equipped science labs
 - ICT suites, individual iPads and interactive whiteboards supported by the latest apps and technology
 - Well stocked libraries that inspire a love of reading
 - Art studios including graphic design, printmaking, ceramics and fine art facilities
 - Fully equipped food preparation rooms
 - DT and textiles studios with cutting-edge CAD/CAM devices and sewing machines
 - Purpose-built Music School
 - Drama studio
 - The Octagon - a large, purpose-built theatre seating up to 600 people, with full AV and lighting
 - School allotment







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Our in-house catering department is a thriving, professional operation equipped with state-of-the-art kitchens and modern facilities that support the delivery of high-quality food across the School. Led by a Catering Manager and Supervisors, our excellent team of catering staff take pride in their work, presenting themselves in smart, professional uniforms and maintaining the highest standards in both service and food preparation.

The department successfully caters for a wide range of occasions, from daily meals for staff and pupils, to both large-scale school events and smaller, bespoke functions, ensuring every experience is seamless, efficient, and of exceptional quality.

FOOD HYGIENE RATING



VERY GOOD

Area inspected by food safety officer

Standards found

Hygienic food handling

Hygienic handling of food including preparation, cooking, re-heating, cooling and storage

Very good

Cleanliness and condition of facilities and building

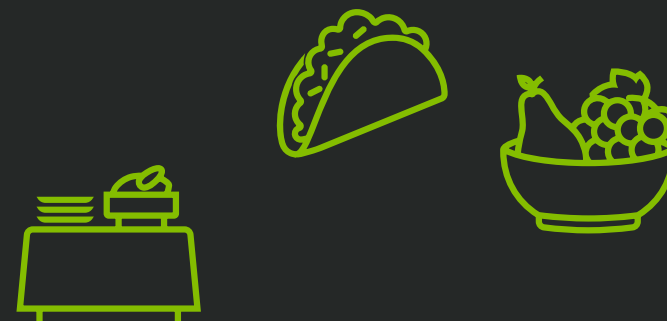
Cleanliness and condition of facilities and building (including having appropriate layout, ventilation, hand washing facilities and pest control) to enable good food hygiene

Very good

Management of food safety

System or checks in place to ensure that food sold or served is safe to eat, evidence that staff know about food safety, and the food safety officer has confidence that standards will be maintained in future

Very good





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At EHS, all catering is managed in-house, giving us full control over the quality, freshness, and variety of the food we serve. Our dedicated team carefully plans menus to provide healthy, balanced meals for pupils aged 2 to 18, that not only support pupils' wellbeing but also offer plenty of choice to suit a wide range of tastes.

We take allergies and dietary requirements very seriously. All our menus are clearly labelled, and we can cater to individual needs to ensure every pupil enjoys safe and suitable meal options.

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SUMMER MENU

● MEAT DISHES
● VEGETARIAN
● VEGAN
● FISH
 HALAL

SENIOR MENU A	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Homemade Soup	Tomato	Leek & Potato	Tomato	Sweet Potato & Chilli	Tomato
Meat Main	Meatball Marinara Pork & Beef Meatballs in a rich tomato sauce mixed with pasta (G)(SU)	Beef Ragu Pasta Bake Beef Ragu Combined With Pasta (G)	Sweet & Sour Chicken Cantonese Style Battered chicken pieces in a sweet & tangy sauce (G)(C)(M)	Roast Beef Or Chicken Steam Roasted Beef OR Chicken Breast	Freshly Battered Cod Cod Fillet in A Crisp Bubbly Batter (G)(M)(F)
	Vegan Meatballs Plant Based No Meat Ball In A Rich Tomato & Herb Sauce	Tomato & Chilli Gnocchi Pesto Dressed Gnocchi (G)(Sy)	Mushroom & Butterbean Curry Chunky Mushroom & Vegetables In A Sweet Curry Sauce	Chickpea & Lentil Dhal Mixture of vegetables and rice mixed in curried spices	Salt & Pepper Quorn Crispy Quorn Strips In A Fiery Seasoning (G)
Vegetarian Main	Spicy Bean Burger Mixed Beans & Spices In Panko Breadcrumbs (M)	Macaroni Cheese Bake Cheesy Cream Sauce With Macaroni Bakes With Extra Cheese (G)(M)	Spring Roll Oriental Vegetables enclosed in a crispy pastry (G)(C)(M)(E)(S)	Cheese & Onion Slice Cheddar cheese and onion wrapped in puff pastry (G)(M)	Hot Honey Halloumi Halloumi & Mixed peppers and Squash (M)
 (Stunned)		Beef Ragu Pasta Bake (G)	Sweet & Sour Chicken (G)(C)(M)	Roasted Beef	Salt & Pepper Chicken Diced Chicken In A Fiery Seasoning (G)
Baked Potato/Deli	Available Every Day: With a choice of fillings, salad and accompaniments from the Deli Bar				
Sides	New Potatoes/Rice Vegetables, Mixed Salad	New Potatoes / Garlic Bread Vegetables, Mixed Salad	Salt & Pepper Potatoes/Fried Rice Baked Beans, Mixed Salad	Roasted Potatoes, Vegetables	Crushed Potatoes / Chips Vegetables, Mixed Salad

Hot & Cold Desserts Available. Please See Board

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CATERING - KS1 SUMMER MENU					
PRE-PREP & KS1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK A	Pork & Beef Meatballs (G)(Su) Hearty Bean Stew Vegetables	Penne Bolognese (G) Pesto Pasta (G) Garlic Bread (G) Vegetables	Baked Potato Cheese (M) & Beans Cucumber	Roasted Chicken Chickpea & Lentil Dhal Roast Potatoes Vegetables	Chicken Burger (G) Panko Tofu (G)(Sy) Vegetables Potato Tots
	Panko Chicken (G) (M) Vegetable Plait (G)(M) Vegetables	Chicken Pomodoro Tomato & Pesto Garlic Bread (G)(M) Vegetables	Baked Potato Tuna Mayo (E) Cucumber	Roasted Turkey Quorn Fillet (G) Roast Potatoes Vegetables	Fish Fingers (G) (F) Vegetable Fingers Herby Dice (G) Vegetables
	BBQ Chicken Vegetarian Tikka Rice / Vegetables	Chicken Mac Cheese(G)(M) Macaroni Cheese Garlic Bread (G)(M) Vegetables	Pork Sausage (G) Plant based Cumberland & Apple Sausage (G) Mash & Vegetables	Roasted Chicken Quorn Fillet (G) Roast Potatoes Vegetables	Margherita Pizza (G) (M) Fries & Beans
Baked Potatoes Are Available Daily As An Alternative For Pupils					



In addition to our dining hall, our dedicated Sixth Form café, The Edge, provides students with a welcoming space to relax, socialise, and recharge during the day.

Our catering staff serve a range of hot and cold drinks, including coffee, hot chocolate and smoothies, alongside pastries, fruit, and light snacks (all available to purchase).

The Edge gives our Sixth Formers a taste of independence and responsibility. More than just a café, it offers a bridge to university life, helping students prepare for the next stage of their education.



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Staff benefits



Financial

- ❖ Competitive salary
- ❖ Access to a staff pension scheme with highly attractive employer contribution rates and associated benefits
- ❖ Generous fee remission

Health and Wellbeing

- ❖ Annual flu jabs
- ❖ Onsite counsellors
- ❖ Use of gym & pool
- ❖ BHSF employee support package with confidential helplines, vouchers & discounts and a useful app

Resources

- ❖ Forward-thinking, caring, vibrant and friendly staff
- ❖ Well-resourced catering department with state of the art equipment
- ❖ Regular training opportunities

Extras

- ❖ Free access to the Botanical Gardens for yourself and your family
- ❖ Free refreshments and lunches
- ❖ Free onsite parking
- ❖ "Scone Friday!"

Every member of our staff plays a crucial role in upholding our high standards, and we welcome colleagues who share our values and our commitment to helping every girl thrive.
In return, all our staff can enjoy the benefits of being part of our community.



EDGBASTON HIGH SCHOOL

Job Description



Responsible to:
Catering Manager

Purpose of Job:

- To assist with serving daily school lunches
- To assist with catering for school functions, including in evenings

Specific responsibilities:

- To assist in serving school lunches to pupils and staff.
- To wash and dry kitchen utensils.
- To operate the commercial dishwasher and Utensil Wash.
- To clean kitchen floors and other areas, walls, store rooms etc.
- To assist in the preparation and storage of foodstuffs.
- To comply with all health and safety practices and food hygiene legislation.
- To assist with rubbish removal.
- To be familiar with cashless biometric systems.
- To provide front of house service.
- To be available to work school functions, including in evenings if required (overtime will be paid).
- To attend training as required.
- To assist with the deep clean which takes place over 2 days either side of the main school holidays.
- To perform any other jobs that may be commensurate with the post.

Health and Safety:

- To adhere to the School's waste policy.
- To understand and ensure the implementation of the School's Health & Safety and Safeguarding Policies.
- To report any faulty appliances, damaged equipment or any potential hazard.
- To promote safe working practices within the workplace.

General Responsibilities:

- To promote and safeguard the welfare of students you come into contact with.
- To promote and ensure the good reputation of the School.
- To be aware of and comply with all school policies and procedures, including the Staff Code of Conduct.
- To be aware of and comply with all Health and Safety protocols and procedures.
- To be aware of, support and ensure equal opportunities for all, understanding the requirements of Equality and Diversity.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training and other learning activities and performance development as required.
- To notify the Catering Manager promptly if you are unable to attend work.
- To carry out any other tasks at the reasonable request of the Catering Manager and any other appropriate duties as requested by the Headmistress.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.





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Person Specification

Experience and skills

Essential:

- Previous experience in a catering, food preparation, or kitchen environment
- Understanding of food hygiene and safety standards (e.g. Level Food Hygiene Certificate or willingness to undergo training)
- Basic food preparation

Desirable:

- Experience of working in a school or similar setting
- Experience of serving during public functions
- Knowledge of nutritional standards for school meals

Knowledge

- Awareness of allergen control including Natasha's Law and special dietary requirements
- Sound understanding of health and safety regulations and practices, including food hygiene
- Sound understanding of safeguarding principles

Personal attributes

- Commitment to providing a positive dining experience for pupils and staff
- Ability to work efficiently in a fast-paced environment
- Good communication and interpersonal skills, particularly when interacting with children and staff
- Friendly, approachable manner
- Strong teamwork skills and ability to follow instructions
- Sensitivity to others and the ability to work cooperatively
- Good organisational skills and attention to detail
- Take pride in work and maintain high standards
- Work under pressure, maintaining a sense of perspective and humour
- Ability to manage tasks effectively, whether working independently or as part of a team
- Flexibility and willingness to assist with a variety of tasks, as directed by supervisors
- Naturally demonstrate a 'can do' helpful attitude
- Ability to maintain cleanliness and follow health and safety procedures
- Ability to understand and demonstrate a commitment to equality and diversity
- Think creatively to anticipate and solve problems
- Punctual
- Reliability, integrity, resilience and tenacity
- Commitment, honesty and dedication
- Wholehearted commitment to the School's vision and the life of a vibrant school community







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How to apply

We are seeking two experienced and enthusiastic Catering Assistants who are passionate about providing excellent service and nutritious food for our pupils and staff. The successful candidates will support the preparation and serving of a range of delicious meals, assist in functions, maintain high standards of cleanliness and food hygiene, and help create a positive dining experience.

Previous experience in a catering environment – especially in a school – is essential, alongside strong teamwork, reliability, and a commitment to safeguarding children. This is a fantastic opportunity to contribute to a welcoming school community while working in a rewarding and supportive environment.

At interview applicants must provide original documents to confirm their identity and right to work in the UK. **Please note, we do not have a licence to sponsor visas.** Applicants must also bring proof of qualifications relevant for the post. The documentation required by applicants is listed in the Recruitment Policy which is available on the school website and from the School.

The posts are subject to a satisfactory enhanced DBS check (including a Barred List check), a satisfactory online check, a satisfactory medical fitness declaration and satisfactory references. Confidential references will be sought prior to interview.

Edgbaston High School is an equal opportunity employer.



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How to apply



You can apply via **MyNewTerm** (preferred method).

Alternatively, applications addressed to Noel Hall (Catering Manager), should include the completed school application form (available [here](#)) and a covering letter of not more than 2 pages summarising your experience, qualifications and suitability for the role as outlined in the information pack. Please submit these to the HR & Compliance Officer, Ms Corinna Gregory: recruitment@edgbastonhigh.co.uk

For more information about the School, please visit our [website](#).

The closing date for applications is 10am on Friday 23rd October 2026.

Interviews will take place at Edgbaston High School for Girls during the week beginning 2nd November. Successful candidates will be invited to a formal interview and will be asked to complete a practical task. There will also be an opportunity to tour catering facilities on the day.

All members of staff are required to promote and safeguard the welfare of children they are responsible for, or come into contact with, and to adhere to, and ensure compliance with, the School's child protection procedures and staff guidance at all times.



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For all recruitment enquiries, please contact:

Corinna Gregory, HR and Compliance Officer
recruitment@edgbastonhigh.co.uk
0121 454 5831