

June 2026

Dear Applicant,

Thank you for your interest in the post of **Catering Assistant**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits Information
- Term dates 2026 / 27

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Should you require further information, the College's Policies on Child Protection and Safeguarding, Safer Recruitment, Equality, Diversity and Inclusion and Data Protection together with the privacy notice can be found on our website.

#### **Completing and returning your application**

Please complete the online application form, ensuring that each section is completed before proceeding to the next. The information you provide will enable the selection panel to assess your strengths in relation to the key responsibilities outlined in the job description, as well as the criteria detailed in the person specification. All applications should be submitted via our online platform, My New Term. A link to the platform can be found on the Godalming College website [www.godalming.ac.uk/Working\\_For\\_Us](http://www.godalming.ac.uk/Working_For_Us).

The closing date for receipt of applications is **Monday 6<sup>th</sup> July 2026 at 9am.**

#### **Short-listing and interview arrangements**

We will update your application status on My New Term after the shortlisting process has been completed. All applications are considered carefully and objectively against pre-determined criteria. Please contact the HR department if you would like to enquire about the progress of your application. **Applications will be considered upon receipt. We encourage early applications and interviews will be held as soon as possible.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and we are delighted that the College was again rated Outstanding by Ofsted in November 2024.

The College currently employs around 250 teaching and support staff on both a full and part time basis.

In our 2024 Staff survey, 97.6% of staff said they were proud to be a member of staff at the College and 95.2% of staff would recommend working at Godalming College. The following quotes from members of our current team describe why they think our College is a great place to work:

*"The sense of community, common purpose, and kindness to each other. The willingness to help each other, support each other and look after each other. We are proud to be continually improving - which is a signature of Godalming College".*

*"Godalming College is a fantastic, welcoming and inclusive place to work. I deeply enjoy being at work, and I think senior leaders and managers do a very good job of being approachable and understanding".*

The success of Godalming College has at its heart community, with students from all walks of life enjoying a whole range of opportunities in a welcoming, inclusive and friendly environment. We have high expectations for our students, and they enjoy a vibrant and stimulating learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff.

We are very proud of our campus and facilities. We continue to invest in our facilities to ensure they remain of the highest quality for our students and staff. As well as its bespoke teaching blocks, the College has a Media suite, Science labs, Dance, Drama and Music studios, Netball and Tennis courts and an 11-acre site for Rugby and Football pitches, as well as onsite in-house catering provision. We are currently in the process of expanding our social space for students with an extension to the Student Hub due to be opened this April.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1<sup>st</sup> September-31<sup>st</sup> August although the official start of the Autumn term varies. In 2026, the Autumn Term will begin on 24<sup>th</sup> August for all staff expect catering staff who will begin on 1<sup>st</sup> September 2026.

Full-time Support Staff working hours are 36.42 hours per week excluding a lunch break. Start and finish times will vary depending on the role or department and will be as agreed with your manager on commencement, however the main College hours are 8.45am to 4.15pm.

The College offers a minimum of 22 days holiday entitlement per year for full-time members of staff in addition to the closure period between Christmas and New Year and public/bank holidays. Part-time members of staff are entitled to a proportionate number of days. Those working term time only, 39 weeks of the year, are expected to take leave within the College holiday periods. The term dates are included in the Application pack for reference. Salary calculations are based on a formula which takes holiday entitlement into account.

Support Staff salaries are paid according to the Sixth Form College pay scale for Support Staff. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1<sup>st</sup> September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack information on where to find information on College benefits.

## Catering Assistant

We're excited to be recruiting a new Catering Assistant to join our team, supporting our provision across all outlets and helping us deliver a vibrant, varied, and great-value experience for both students and staff.

Offering a range of catering for over 2500 students and 250 staff, the canteen areas are extremely busy and well supported by all those on site throughout the course of the year. We offer a variety of food choices from hot meals, sandwiches, salads, paninis, pizzas, pasta dishes, pasties and hot and cold drinks via five different outlets including a Starbucks and Costa.

- Main serveries – offering hot cooked meals and full salad bar
- Deli Bar – offering a selection of freshly prepared, made-to-order items such as sandwiches and wraps
- Starbucks – 'Proud to serve' offering coffee, paninis, pastries, sandwiches, salads, cold drinks and sweet snacks
- Costa – 'Proud to serve' offering coffee, paninis, pastries, sandwiches, salads, cold drinks and sweet snacks
- Vending – a variety of vending machines around the college stocking cold drinks and snacks

CURRENT STAFF	Catering Manager Pastry Chef Chef Catering Assistants Kitchen Porter
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## JOB DESCRIPTION

**Job Title:** Catering Assistant

**Line Manager:** Catering Manager

### Summary of Job

To provide a friendly catering service, performing a variety of manual tasks associated with food production and service across all outlets on site.

### Responsibilities

- To assist in the preparation of food and drinks at the various onsite catering outlets
- To build the appropriate knowledge of food items and drinks sold throughout the catering outlets and to keep the outlets and vending areas fully stocked
- To use the tills to process sales
- To keep the catering outlets and kitchen clean, following rigorous cleaning schedules
- To keep the dining areas in a clean and tidy state
- To provide a friendly, efficient and hygienic service to all customers
- To co-operate with all team members and undertake duties in the kitchen / catering outlets as requested
- To attend food safety, health and safety and environmental training courses as required
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies
- To do other tasks as reasonably requested by the Godalming College management team from time to time

*This job description may be varied according to the needs of the College from time to time.*

## PERSON SPECIFICATION FOR POST OF CATERING ASSISTANT

The successful candidate will have the following essential qualifications, experiences, skills and qualities:

### Essential Experience and Skills

- Customer service experience
- Good organizational skills
- Numerate: ability to remember prices, simple mental arithmetic
- Manual dexterity for quick, skilful handiwork
- Ability to communicate in written and spoken English
- Smart, clean appearance (uniform is provided)
- Friendly, pleasant personality
- Reliable

### Desirable Experience and Skills:

- Food hygiene training certificate
- Till experience

# Term Dates 2026-27

Autumn Term	2026	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 24 <sup>th</sup> August	Monday 19 <sup>th</sup> to Friday 30 <sup>th</sup> October	Monday 31 <sup>st</sup> August Thursday 25 <sup>th</sup> December Friday 26 <sup>th</sup> December
<b>End Date</b>	Friday 18 <sup>th</sup> December		

Spring Term	2027	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 4 <sup>th</sup> January	Monday 15 <sup>th</sup> to Friday 19 <sup>th</sup> February	Thursday 1 <sup>st</sup> January Friday 26 <sup>th</sup> March Monday 29 <sup>th</sup> March
<b>End Date</b>	Thursday 25 <sup>th</sup> March		

Summer Term	2027	Half Term	Bank/Public Holidays
<b>Start Date</b>	Monday 12 <sup>th</sup> April	Monday 31 <sup>st</sup> May to Friday 4 <sup>th</sup> June	Monday 3 <sup>rd</sup> May Monday 31 <sup>st</sup> May
<b>End Date</b>	Wednesday 14 <sup>th</sup> July		

## 2026/27 - Godalming College

<b>Autumn Term</b>	Monday 24 <sup>th</sup> August	-	Friday 18 <sup>th</sup> December	74 days
<b>Spring Term</b>	Monday 4 <sup>th</sup> January	-	Thursday 25 <sup>th</sup> March	54 days
<b>Summer Term</b>	Monday 12 <sup>th</sup> April	-	Wednesday 14 <sup>th</sup> July	62 days
				<b>190 days</b>

## 2026/27 - Surrey Schools for comparator

<b>Autumn Term</b>	Tuesday 1 <sup>st</sup> September	-	Friday 18 <sup>th</sup> December	69 days
<b>Spring Term</b>	Monday 4 <sup>th</sup> January	-	Thursday 25 <sup>th</sup> March	54 days
<b>Summer Term</b>	Monday 12 <sup>th</sup> April	-	Wednesday 28 <sup>th</sup> July	72 days
				<b>195 days</b>

## Godalming College Staff Benefits

At Godalming College, we believe that our greatest asset is our people. We are committed to ensuring that our staff feel valued, supported, and motivated. The leaflet within the below link is designed to provide you with an overview of the fantastic benefits available to Godalming College Staff. From health and wellness activities to professional development opportunities, there are a range of benefits to help staff thrive both personally and professionally. Whether staff are looking to enhance their skills, maintain a healthy work-life balance, or enjoy some well-deserved perks, we've got everyone covered. Take a moment to explore the various benefits offered to our staff within this guide.

[https://www.godalming.ac.uk/Staff\\_Benefits\\_Guide\\_2025-026.pdf](https://www.godalming.ac.uk/Staff_Benefits_Guide_2025-026.pdf)