



POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack
Catering Assistant
October 2025





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick or the parish as well as the foundation of a school “for bringing up the youth in virtue and learning”

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is, in the school, a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 2 boarding houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together, with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a sixth form centre, a superb library, an Art and Design Centre, a swimming pool and other sports facilities.

We have recently expanded our provision to include little pips, a brand new state of the art nursery accommodating babies up to 4 years.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines. The East Riding of Yorkshire is a wonderful place to work and live, with one of the local villages, Bishop Wilton having recently featured at number 5 on the Sunday Times' best secret villages to live in list.

Staff are supported by approachable and knowledgeable colleagues. You will be encouraged to undertake development opportunities and will find a friendly and welcoming working environment. We offer a community and family feel, not just a workplace.

Strategic Education Vision 2020-2026



The Pocklington Values of Courage, Truth and Trust, along with the nine Virtues which underpin them, are embedded in every aspect of Pocklington School life to sustain, inspire and galvanise the whole School community

ETHOS AND VALUES

A Pocklington Education is:

Academically challenging, supportive and individually personalised

Holistic, broad and full of opportunity

Family and community focussed

Grounded in our Values and Virtues

One that embeds personal and social responsibility

Designed to ensure pupils are adaptable and future-world ready

Inclusive and caring with a Christian ethos that welcomes all faiths and none

AIMS

We aim to:

Uphold our Pocklington Values and Virtues in all that we do

Broaden our pupils' horizons and raise their ambitions

Work closely with families in educating their children

Nurture innovation and adaptability and be proud of our tradition

Be a great place to live and work

Ensure our Foundation's long-term future

STRATEGIC OBJECTIVES

Our strategic objectives are to:

Foster and deliver teaching and learning of the highest quality

Retain and develop our first-class teaching and support staff

Further improve our outstanding

- sport, music, drama and wider co-curricular program
- boarding, pastoral care and provision for wellbeing

Optimise our pupil recruitment

Cultivate a culture of giving back and increase accessibility to the school

Be sustainable and efficient

Inspire, support and celebrate equity, diversity and inclusion

Extend and deepen our links with our local, national and international community

Continue to grow a technologically capable community



Aspiration Resilience Integrity Enquiry Creativity Reflection Collaboration Compassion Commitment

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Human Resources Team.

Foundation Benefits:

Generous Pension Scheme – We offer competitive employer contribution rates for all staff

Death in Service Benefit – 3 times salary or last 12 months salary for casual workers

Discounted School Tuition Fees for permanent staff - with the option to spread payments over 12 months

Discounted Gym Membership - Francis Scaife Leisure Centre (Pocklington)

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Smart Health – Unlimited access to 24/7 online GP as well as a range of other health & wellbeing experts. Available to you and your immediate family.

On-site Gym and Swimming Pool

Free Lunch in term time

Free Staff Room Refreshments – in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Bursarial, HR & Payroll, Policies

Enhanced Sick Pay Arrangements – detailed within the Absences from Work Policy, also to be found on the Extranet

Annualised Pay where possible – allowing for easy home budgeting

Winter car lights & tyre testing – organised by the Transport Team each January

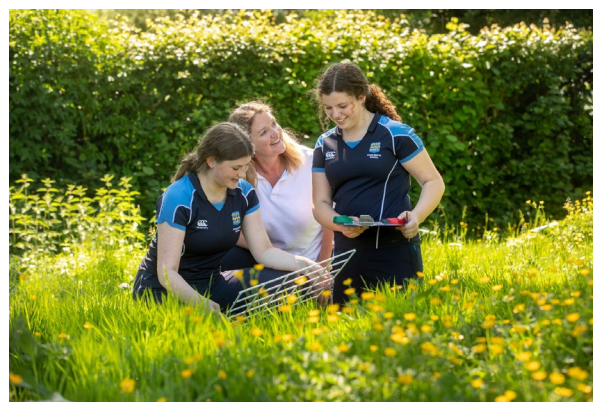
Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking

Free library services – including holiday book loans

HMRC:

Cycle to Work scheme - This scheme is offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Catering Assistant

Overall Purpose: To ably assist with the day to day cleaning and maintenance in all areas of the kitchen and dining hall complex

Responsible To: Deputy Catering Assistant

Staff Responsible For: N/A

Salary: £12.33 per hour / c£13,000 per annum



Job Advert

Catering Assistant

Monday to Friday 9:30am – 2:30pm (22.5 hours per week)

Term Time Only plus 6 weeks working during the school holidays

Pocklington is a thriving and successful co-educational independent school 12 miles east of York, providing day and boarding education.

We require a catering assistant to work in the school's dining hall and kitchen where we provide a safe, nutritious and fun eating environment for all members of the Pocklington School Foundation.

You'll be a strong team player who follows instructions well and has good communication skills. You will wash up or load the dishwasher, clean the dining area and cooking equipment as well as assist in the preparation and serving of meals. Previous experience of working in a school or food handling environment is desirable but not essential as full training will be provided.

Pocklington School is a wonderful place to work. We are a supportive, kind and caring team who strive to maintain a good balance between home and work life. We enjoy what we do and seek to support all those around us in their professional and personal development. We care for our employees, providing good food, refreshments and social activities for those who are interested.

Rate of Pay: £12.33 per hour

For further information please call 01759 322666 or email recruitment@pocklingtonschool.com
All our current vacancies can be found at: <https://www.pocklingtonschool.com/work-with-us>
where you will be directed to apply via MyNewTerm.

Closing Date: 9am 30th October 2025, Interviews: week commencing 3rd November

At Pocklington School we strive to inspire, support & celebrate equity, diversity & inclusion, indeed this is so fundamental that it is one of our core strategic objectives. As such we are committed to promoting equality and diversity within our workforce. As part of our recruitment process, we actively encourage applications from individuals of all backgrounds, experiences, and identities, including but not limited to race, ethnicity, gender, sexual orientation, disability and age. We recognise the value of diverse perspectives and believe that a diverse team enhances innovation, creativity and success. We strive to create an inclusive environment where all employees feel valued, respected and empowered to contribute their best.

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

POCKLINGTON SCHOOL FOUNDATION

CATERING ASSISTANT

Reporting To:

Deputy Catering Manager

As a Catering Assistant you will be expected to ably assist with the day to day cleaning and maintenance of all areas in the kitchen and dining hall complex.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Head.

September 2025

The post holder is expected to:

- Work and assist in all areas of the kitchen and dining hall complex to include:
 - Washing dirty dishes e.g. cutlery, plates, pots, chopping boards or loading them into the dishwasher
 - Cleaning and sterilising countertops, tables, kitchen walls, stoves, ovens, grills and sinks
 - Maintaining the food storage areas e.g. freezers and refrigerators
 - Receiving deliveries and organising them in the kitchen
 - Removing kitchen waste from waste containers and disposing of them properly
 - Cleaning and maintaining cooking equipment e.g. cookers, ovens, food mixers and other kitchen equipment
 - Assisting with food preparations where required
- Assist with catering requirements for the Foundation e.g. setting up and clearing rooms
- Maintain effective working relationships with Managers and Colleagues
- Be compliant with and understand the fire regulations associated with the kitchen /dining hall
- Follow the Catering Department "Hygiene Code of Practice" and "kitchen instructions"
- Adhere to Pocklington School's Health & Safety Policy
- Work extra hours as required to cover all the catering needs of the Foundation
- Be able to work certain hours during holidays to cover school Holiday Lettings
- Undertake appropriate training as necessary

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.

Person Specification - Catering Assistant

	Essential criteria	How measured
Experience	• Previous experience of working in a food handling environment	Application form and interview
Education and Training	• Level 2 Food Safety and Hygiene for Catering certificate (desirable)	Application form
Skills and knowledge	• Good organisational skills • Good communication skills • Ability to follow guidelines and instructions • Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation	Application form and interview
Personal attributes	• Flexible approach to working environment and hours • Strong team player, flexible and co-operative	Application form and interview

Child Protection: this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

Recruitment Timetable

Closing Date: 30th October 2025

Expected Interview Date: During week commencing 3rd November

Expected Start Date: November 2025

Please apply online using the mynewterm applicant tracking system
<https://mynewterm.com>

This can be accessed through <https://www.pocklingtonschool.com/work-with-us> where you can find out more about working at the Pocklington School Foundation.

Please ensure you read the following policies in the “related documents” section

- application process and safer recruitment guidance
- recruitment of ex-offenders policy statement
- policy regarding disclosure information
- GDPR privacy notice relating to the Recruitment Process

These policies are also available to view on the key recruitment policies page of our website along with our safeguarding children policy
<https://www.pocklingtonschool.com/work-with-us>

We can also send these to you as a hard copy if requested.

For further information please contact Abby Popely, HR & Recruitment Advisor:
PopelyA@pocklingtonschool.com 01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

