

DULWICH COLLEGE
FOUNDED 1619

Saturday Kitchen Assistant

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

To be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

Purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.



Role Details

Job title

Saturday Kitchen Assistant

Reporting to

Deputy Head of Catering & Catering Supervisor

Period of employment

Permanent, Term Time Only

Probationary Period

Two Terms

Start Date

1 September 2026

Working Hours

7.5 hours per week, alternating between 8.00am to 4.00pm and 11.30am to 7.30pm each Saturday.

Salary

£15.44 per hour

Job Purpose

To assist in the safe, smooth and efficient running of a busy catering department.



Key Responsibilities

- Assist with the delivery of an efficient and high-quality catering service across the College and associated sites.
- Support the preparation, presentation and service of food items, including sandwiches and other light meals, under the direction of the Chefs.
- Serve food and beverages in a professional, courteous and customer-focused manner.
- Operate retail and hospitality outlets as required, providing excellent customer service at all times.
- Handle cash and operate tills accurately and securely, following College cash handling procedures.
- Clean and maintain crockery, cutlery, kitchen utensils, catering equipment and service items to the required hygiene standards.
- Clean kitchen, dining and food preparation areas, ensuring they are maintained in a safe, clean and hygienic condition.
- Complete cleaning duties in accordance with departmental cleaning schedules and accurately record completed tasks.
- Comply with all food safety, hygiene, health and safety, and COSHH regulations, ensuring safe working practices are followed at all times.
- Wear and use the appropriate personal protective equipment (PPE) in accordance with College policies and procedures.
- Follow all departmental policies, procedures and operational standards, contributing to the efficient day-to-day running of the Catering Department.
- Work collaboratively with colleagues to support the smooth operation of the catering service, assisting across different areas as required.
- Report any equipment faults, maintenance issues or health and safety concerns to the appropriate manager.
- Undertake any other duties appropriate to the role, as reasonably requested by the Catering Supervisors, Chefs or other senior members of the Catering Department.



Person Specification

Qualifications and Experience

- Previous experience working in a catering, food service or hospitality environment.
- Level 2 Award in Food Safety or willingness to complete the qualification following appointment (training will be provided).
- Current First Aid Certificate (desirable).
- Knowledge of food hygiene, health and safety, and safe working practices within a catering environment.
- Experience of cash handling and operating tills (desirable).

Knowledge and Skills

- Good communication and interpersonal skills, with the ability to provide excellent customer service.
- Ability to work effectively as part of a busy team and build positive working relationships with colleagues.
- Good organisational skills, with the ability to manage a varied workload and prioritise tasks.
- Ability to follow instructions, departmental procedures and food safety regulations accurately.
- Basic literacy and numeracy skills.
- Awareness of health and safety, food hygiene and COSHH requirements.

Personal Attributes

- Friendly, approachable and customer-focused, with a positive attitude.
- Reliable, punctual and able to work flexibly to meet the needs of the service.
- Takes pride in maintaining high standards of cleanliness, hygiene and presentation.
- Able to remain calm and work efficiently in a busy environment.
- Professional in appearance and conduct, representing the College positively at all times.
- Willing to undertake a variety of duties and support colleagues where required.
- Committed to safeguarding and promoting the welfare of children and young people.



Application Procedure

To apply for this role please visit our [vacancies page](#).

Interview dates

To be confirmed. Shortlisted candidates will be informed of the interview arrangements in due course.

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to the Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

College Community and Benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the dining hall or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Alleyn's Dulwich, JAGS Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus, EV parking.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership for you, your partner and children under 18.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

- Life insurance – Included with all pension schemes for permanent employees.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important Information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



DULWICH COLLEGE
Dulwich Common London, SE21 7LD
Telephone: 020 8693 3601
Email: joinourteam@dulwich.org.uk
Website: www.dulwich.org.uk

