



POCKLINGTON SCHOOL

Ages 0 to 18



Applicant Pack
Baristas
June 2026





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 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: Barista

Overall Purpose: To provide a welcoming, professional and efficient coffee shop service for staff, students, parents and visitors.

Responsible To: Head of Hospitality and Catering

Staff Responsible For: N/A

Salary: £13.07 per hour



Job Advert

Baristas

Term Time Only, Required from September 2026

Pocklington School is excited to be opening a brand new mobile coffee bar at the heart of our school community and we are looking for enthusiastic, friendly and customer-focused Baristas to join our Hospitality & Catering team.

As a thriving school community in the beautiful market town of Pocklington, 12 miles East of York, we are committed to creating a welcoming environment for everyone who visits our school.

As one of our Baristas, you'll play a key role in bringing our new coffee cart to life. Serving high-quality coffees, teas, speciality drinks and light refreshments, you'll provide a warm welcome to staff, students, parents and visitors while helping create a friendly social hub within the school.

This is an exciting opportunity for someone who enjoys working with people, takes pride in delivering excellent customer service and thrives in a busy, team-focused environment. Previous barista or hospitality experience would be welcomed, but equally important is your enthusiasm, reliability and willingness to learn. Full training will be provided where required.

We are looking for someone who:

- Has experience in a customer-facing, hospitality or catering (barista experience is desirable but not essential)
- Delivers exceptional customer service with a friendly, positive and professional approach
- Enjoys preparing high-quality drinks and refreshments with care and attention to detail
- Can work calmly and efficiently during busy periods
- Is organised, reliable and takes pride in maintaining high standards of cleanliness and food hygiene
- Enjoys contributing to a positive workplace and is flexible and happy to support school events and functions when required
- Shares our commitment to providing an outstanding experience for everyone in our school community

In return, you'll become part of a supportive and welcoming team where you will help launch an exciting new addition to the school while enjoying a term-time working pattern that fits around the school year. Occasional attendance at training days, open mornings, parents' evenings and school events will be required.

We have the following hours available: Monday to Friday: 7:30am - 12 noon and 3pm – 6pm; 6 hours on a Saturday (exact hours of work on a Saturday are dependent upon school events/ sporting fixtures). Please indicate on your application which hours you are interested in working.

Rate of pay: £13.06 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: 16th July, Interviews: 23rd / 24th July

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

BARISTA

Reporting To:

Head of Hospitality and Catering

The Barista plays a key role in providing a welcoming, professional and efficient coffee shop service for staff, students, parents and visitors. The Barista will prepare and serve a range of hot and cold beverages and light refreshments, maintain excellent standards of customer service, hygiene and presentation, and contribute to creating a positive and friendly environment within the school community.

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.

June 2026

POCKLINGTON SCHOOL FOUNDATION

The role is term time only and is not normally required during school holidays, except for occasional training days, school events or other activities as agreed. Working hours will be scheduled to meet the operational needs of the coffee cart and school. Flexibility may be required to support school events, parents' evenings, open mornings and other functions.

The post holder is responsible for:

Customer Service

- Provide a warm, friendly and professional service to all customers.
- Build positive professional relationships with staff, students, parents and visitors.
- Take orders accurately and process payments using the point-of-sale system.
- Respond to customer enquiries courteously and efficiently.
- Promote a positive image of the school and coffee cart at all times.

Food and Beverage Preparation

- Prepare and serve a range of hot and cold drinks, including coffees, teas and speciality beverages.
- Prepare and serve light snacks and refreshments in accordance with food safety standards.
- Ensure products are presented attractively and consistently.
- Monitor stock levels and notify the supervisor of any shortages.

Hygiene and Safety

- Maintain high standards of cleanliness throughout the coffee cart, including serving areas, equipment and seating areas.
- Follow all food hygiene, health and safety, and allergen management procedures.
- Carry out cleaning duties as required, including end-of-day cleaning routines.
- Ensure safe operation of coffee machines and other catering equipment.

Stock Control

- Assist with receiving and storing deliveries.

- Rotate stock and monitor use-by dates.
- Minimise waste and report any issues relating to stock quality or availability.

Teamwork

- Work collaboratively with colleagues within the catering and wider school teams.
- Support special school events, open mornings and functions as required.
- Attend training and staff meetings as appropriate.

General Responsibilities

- Act as an ambassador for the School, providing a friendly and welcoming environment.
- Comply with all school policies and procedures.
- Maintain confidentiality regarding school matters.
- Understand and adhere to the School's safeguarding, health and safety, and professional conduct requirements.
- Recognise that the coffee cart forms part of the wider educational community and contribute positively to the School's values and ethos.
- Undertake any other reasonable duties commensurate with the level of the post.

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



Person Specification – Barista

	Essential criteria	Desirable criteria	How measured
Experience	<ul style="list-style-type: none"> • Experience in a customer-facing role. • Experience handling cash and card transactions. • Experience working in a café, coffee shop, hospitality or catering environment. 	<ul style="list-style-type: none"> • Barista training or relevant coffee-making experience. • Experience working within a school, education or community environment. 	Application form and interview
Education and Training	<ul style="list-style-type: none"> • Basic Food Hygiene Certificate or willingness to obtain one. 	<ul style="list-style-type: none"> • Level 2 Food Safety and Hygiene qualification. 	Application form
Skills and knowledge	<ul style="list-style-type: none"> • Excellent customer service skills. • Ability to prepare high-quality hot and cold beverages. • Good communication and interpersonal skills. • Ability to work effectively as part of a team. • Good organisational skills and attention to detail. • Ability to maintain high standards of cleanliness and hygiene. 	<ul style="list-style-type: none"> • Knowledge of allergen management and food safety legislation. 	Application form and interview
Personal attributes	<ul style="list-style-type: none"> • Friendly, approachable and professional manner. • Reliable and punctual. • Flexible and adaptable. • Positive attitude and willingness to help others. • Ability to remain calm and efficient during busy periods. • Ability to maintain professional boundaries when interacting with students • Empathy with the principles, ethos, aims and aspirations of Pocklington School Foundation 		Application form and interview

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

Recruitment Timetable

Closing Date: 9am 16th July 2026

Expected Interview Date: 23rd / 24th July

Expected Start Date: 1st September 2026

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.

