



Downe House



CANDIDATE INFORMATION PACK

STORES AND DELIVERY  
ASSISTANT



## Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

# About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a "home from home" environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



# Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

## Inspiring people



# The position

## Stores and Delivery Assistant

**START DATE:** Immediate

**CONTRACT TYPE:** Permanent

**SALARY:**

**Option 1:** £17,567.55 - £18,874.35

**Option 2:** £23,068.50 - £24,784.50

**REPORTING TO:** Head Chef

**HOURS:**

**Option 1:** 37.5 hours per week, 5 days over 7 (predominantly 1 day at a weekend) - Term-Time only (34 weeks)

Shift times - 06.30-14.30, 07.30-15.30 or 08.30-16.30 hrs at discretion of the Head Chef

**Option 2:** 37.5 hours per week, 5 days over 7, Full-Time (predominantly 1 day at a weekend)

Shift times - 06.30-14.30, 07.30-15.30 or 08.30-16.30 hrs at discretion of the Head Chef

### JOB PURPOSE AND OVERVIEW

To support the Stores and Delivery Supervisor in the operation of the catering stores and be responsible for receipting all kitchen goods, deliveries, stock control and issues in accordance with operating procedures and the Food Safety Management System.

Specific responsibilities include the collation, preparation, and delivery of catering requisitions to all boarding houses and departments, including liaising with the cookery technician over cookery lesson supplies. There is also a requirement to support the cleaning of some kitchen equipment.

### DEPARTMENT OVERVIEW

As a leading independent boarding school, we take pride in everything that we do, including the delivery of nutritious, delicious, and well-presented meals to our pupils, staff, parents, and visitors.

With a kitchen brigade of 15 which includes Chefs, Commis Chefs, Kitchen Assistants and Catering Stores staff, our catering department runs an in-house, fully catered service for pupils and staff, serving breakfast, lunch, afternoon tea and supper, 7 days a week during term time. We are a busy and committed team, providing meals to around 560 pupils and 450 staff. In addition, we hold numerous hospitality events and formal dinners throughout the year.

We work hard to provide professional development, and we work closely with suppliers to arrange visits, culinary development opportunities and insights to industry. Recent opportunities have included visiting a 5\* hotel, attendance at the Taste of London food festival, and culinary sessions with our suppliers. We have also been very successful with apprenticeships and have had a Level 4 Chef Management apprentice and two Level 2 Commis Chef apprentices.



## MAIN DUTIES AND RESPONSIBILITIES

- Assist the Stores and Delivery Supervisor with the daily receipt, booking off, stock control, issue and store management of all food and beverage supplies.
- Maintain the catering delivery area and stores to a high standard of cleanliness, including disposal of waste and recycling.
- Use IT systems to receive and collate all food and beverage requisitions via the school's management system and email.
- Deliver all requests to designated areas, boarding houses and individual departments across the school in a safe and efficient manner using school vehicles.
- Assist the Stores and Delivery Supervisor and Head Chef with any food and beverage supply matters as requested.
- Maintain responsibility for your allocated catering vehicle, ensuring the vehicle kept clean and tidy.
- Communicate effectively with House Staff and Heads of Department to ensure the food and beverage requirements of the school community are met.
- To ensure your working area and equipment are maintained to the highest standards of cleanliness and that waste management and recycling is conducted efficiently.
- Conduct routine kitchen cleaning tasks as directed by kitchen management.
- Light kitchen work and food preparation when required.
- Ensure Health and Safety and food safety procedures are in place and followed. Refer any issues to the Stores Supervisor, Head Chef or Duty Catering & Events Manager immediately.
- Ensure compliance with school policies and procedures e.g. Manual Handling, COSHH, Fire Safety, Health and Safety/Food Hygiene Manual, Food Safety (Level 2 and 3 where relevant).



# Person specification

- Must hold a current driving licence.
- Ability to work as part of a team and have a proactive approach to work
- Excellent organisational skills
- Able to work within health & safety requirements
- Able to communicate effectively with other staff
- Ability to work unsupervised and on own initiative
- Commitment to safeguarding and promoting the welfare of children and young people and comply with the School's Child Protection Policy statement at all times.
- Previous experience in a kitchen/stores environment desirable.



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

**We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.**

# Employee benefits



## ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



## BEREAVEMENT SUPPORT

practical, probate & emotional support



## COMMUNITY & SOCIAL

regular social events for staff & family



## CPD

weekly opportunities for learning & development



## EMPLOYEE ASSISTANCE

confidential advice & counselling service



## EYE TEST

free eye test & contribution towards glasses for regular VDU users



## FLU VACCINATIONS

annual on-site free vaccinations



## FREE MEALS

daily nutritious & delicious meals



## EMPLOYEE REFERRAL REWARD

£300 for successful referrals



## FEE REMISSION

generous discounted fees



## GROUP INCOME PROTECTION

75% salary



## GYM

free access to on-site gym & discounts at local gyms



## HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



## LIFE INSURANCE

3 x salary



## LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



## LOCATION

well connected, within easy reach of A34 & M4



## PARKING

plenty of onsite parking



## PENSION

generous employer contributory schemes



## SWIMMING POOL

access to heated on-site swimming pool



## TECH

Microsoft showcase school using leading technologies




## WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate



## CYCLE TO WORK SCHEME

savings on purchasing a bicycle & accessories for commuting purposes

A woman with short grey hair, wearing a black top, is smiling and leaning over a table. She is surrounded by students who are writing in notebooks. The background is a wall covered in various colorful posters and artwork, including a large blue and white abstract piece, a red and white abstract piece, and a large orange and white abstract piece. There are also some green plants on the table.

“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”



# Inspiring girls

Downe House  
Cold Ash, Thatcham  
Berkshire, RG18 9JJ

[www.downehouse.net](http://www.downehouse.net)



Downe  
House

