



**BURFORD  
SCHOOL**  
FOUNDED 1571



**JOB INFORMATION**

# **KITCHEN ASSISTANT**

**APPLICATION DEADLINE: 12.00 pm Friday 28 March 2025**



*Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.*

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.



## Vision

We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market town of Burford.

We look forward to meeting you soon.

### Mr Albrighton

Headteacher of Burford School



Our ethos is to provide the **'best of education'** to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

### Respect

*Inclusive, Sustainable, Community-led*

We empower our students to respect one another and themselves.

### Participate

*Inspiring, Enriching, Diverse*

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

### Reach

*Ambitious, Bespoke, Nurturing*

We support our students to reach to be the best versions of themselves.



## THE ROLE

- Salary Grade:** Grade 2, Point 2, £14,904 per annum pro-rata (£23,656 full-time equivalent)
- Hours:** Normal hours are 27.5 a week (8.30am - 2.30pm, Monday to Friday)
- Contract:** Permanent, 38 weeks per year plus three INSET days
- Responsible to:** Catering Manager
- Start Date:** 22 April 2025, or by negotiation

Required from April 2025 ideally, a Kitchen Assistant to work in our busy school kitchen. The post involves assisting in the delivery of all Catering Services to students, staff and visitors within the school.

Experience of working in a fast-paced, busy catering environment is highly desirable, as is an aptitude and enthusiasm for the handling and production of food. The job does involve lifting, moving and cleaning of heavy and light equipment on a daily basis. We prepare and serve a variety of filling, nutritionally appropriate meals and snacks to students and staff, across the school day. Most of our food is prepared from fresh ingredients on a daily basis and we are fortunate to have a well-equipped, efficient kitchen and serving outlets that cater for everyone at Burford School. All applicants should have excellent communication skills to effectively serve the school community efficiently.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern should it be necessary.

**Purpose:**

- Maintain a clean, safe working environment and to assist in the delivery of all Catering Services to students, staff and visitors within the school.

**Reporting to:**

- Catering Manager

**Disclosure Level:**

- Enhanced

**MAIN (CORE) DUTIES:**

- The preparation, cooking, presentation and serving food to students and staff
- To assist in the washing of crockery, utensils etc. and work surfaces during and after the preparation of food
- The cleaning of the kitchen, including cleaning floors, work surfaces etc.
- Ensure crockery, cutlery, utensils, containers and equipment is clean
- Ensure that the kitchen is left secured at the end of each shift
- Comply with food hygiene regulations with regard to food service equipment cleaning and departmental cleanliness
- High personal hygiene standards
- Comply with Health and Safety regulations
- Adhere to manual handling/risk assessment/fire safety training
- Report faulty equipment
- Participate as a team member and perform additional duties as required by the Catering Manager
- Store goods correctly and use stock on a rotational basis
- To assist in catering for school events, such as parents evenings, conferences etc.
- To perform all of the above duties in accordance with school policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance and financial matters

**Additional Duties:**

- To continue personal, professional development as agreed
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection
- To perform all of the above duties in accordance with school policies, procedures and regulations on Health & Safety, Equal Opportunities, Quality Assurance and financial matters.

**Burford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Notes:**

- Uniform will be provided and must be worn correctly at all times.
- Employees must have a flexible approach to working duties and hours.
- The post is primarily based in the School, however employees will be required to work at either the School or Boarding Department during the school year.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description and to undergo training when required.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Head of Catering or Director of Business & Finance to reflect or anticipate changes in the job commensurate with the grade and job title.



## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>1. Ability to work in a way that promotes the safety and wellbeing of children and young people</b>	✓	
<b>2. Able to work under pressure prioritising demands</b>	✓	
<b>3. Evidence of working within a busy catering environment</b>		✓
<b>4. Flexible approach and a good team player</b>	✓	
<b>5. Confidentiality</b>	✓	
<b>6. Excellent communication skills</b>	✓	
<b>7. Enhanced DBS Check (will be applied for by school)</b>	✓	





# Working at Burford

Burford is an oversubscribed school, situated in an area of outstanding natural beauty. It is an excellent school, with a superb environment for learning and priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Mrs Evans, HR Manager, to arrange this.

## **Additional Staff Benefits**

- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an employee assistance programme, free flu vaccinations and a subsidised Healthcare Plan
- Local Government pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School.

\* Please see relevant Admissions Policy on the school website.



# HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

Please download job details and an application form from our TES page: <https://www.tes.com/jobs/vacancy/kitchen-assistant-oxfordshire-2190940>

or

Contact Mrs S Evans, HR Manager, at the following email address:

**[s.evans@burford.oxon.sch.uk](mailto:s.evans@burford.oxon.sch.uk)**

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As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern should it be necessary.

*We reserve the right to interview prior to the closing date, therefore early application is advised.*

Application deadline: **Friday 28 March 2025 (12.00 pm)**



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[www.burford.oxon.sch.uk](http://www.burford.oxon.sch.uk)

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