



Cobham Hall

Day and Boarding School for
Girls and Boys aged 11 - 19.

Education for life.

General Assistant

Candidate Information Pack
Support Staff





THERE'S MORE IN YOU
THAN YOU THINK.

Welcome to Cobham Hall

Set within a stunning historic estate and 150 acres of picturesque Kent countryside, yet just 30 minutes from central London, Cobham Hall provides the ideal blend of academic excellence and broad education.

A rare opportunity to join a small, friendly, supportive community, where class sizes are small, and students are engaged and welcoming.

Closing date for applications: **Tuesday 15 July 2025, 9.00am**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The General Assistant will be a vital part of the Catering and Domestic Team. As and when it is required, they will support the Catering and Domestic Support Services Manager in their designated duties.



Key facts about the role:

Part of the Mill Hill Education Group

Salary

£10,848

Hours

21 HOURS A WEEK

Contract Type

PART TIME: 36 WEEKS

Reporting Manager

CATERING & DOMESTICS
SUPPORT SERVICES MANAGER

Annual Leave

25 DAYS PRO RATA PLUS
STATUTORY BANK HOLIDAYS



Job Description

Key Tasks and Responsibilities:

- Reporting to the GA Supervisor, you will take direction from and support the Head Chef and Team in the preparation, serving and clearing up of all foodstuffs and refreshments required and consumed by students, visitors and lets.
- To assist in meal presentation, including serving food and supporting the clearing and cleaning process after meals.
- To deliver a high standard of customer service to all stakeholders, including staff, students, parents, and visitors to the school.
- To ensure in line with Health & Safety instruction, that all cleaning chemicals are kept safety stored in locked cupboards if appropriate.
- To adhere to all Health & Safety and Food Safety policies put into place by the School.
- All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and company instruments and regulations and other legal requirements.
- To report any concerns in respect of Health and Safety to your line manager.
- To carry out any other duties applicable to the grade and standard of the position.
- To assist with the preparation of food with due care and attention, particularly regarding customers' special dietary requirements: for example, nut, dairy or wheat allergies.
- To assist as required with LETS and at Foundation special/commercial functions e.g. weddings, some of which may occur outside normal working hours.
- Promote a friendly working relationship with colleagues.
- Duties may vary between term and closure periods.
- To perform other such duties as may be reasonably requested by your reporting manager.



Person Specification

Personal Skills and Qualities

- Literate and numerate.
- Ability to work to timed schedule.
- Ability to achieve standards to performance criteria.
- Positive approach to learning.
- Self-motivated.
- Sense of own initiative.
- Ability to work as part of a team.
- Flexible approach to role.
- Ability to interact positively and effectively with staff, pupils and visitors.
- Flexibility to work outside of working hours.

Qualification Criteria

- Previous experience of catering in a work environment is desirable.





About the School

Cobham Hall is a prestigious Grade I listed Tudor mansion, built in 1584, set within 150 acres of stunning 18th century parkland in the village of Cobham, Kent. Conveniently located, only 30 minutes from central London via high-speed rail from Ebbsfleet International and within an hour's drive of the Channel ports at Dover and Folkestone.

Founded in 1962, the School combines rich history with a forward-thinking approach to education.

Cobham Hall is a co-educational boarding and day school for students aged 11-19. Cobham is a proud member of the Round Square Network since 1971 - the first all-girls' school to join - it embraces the Round Square IDEALS within their ethos.

The School is widely recognised for its commitment to student wellbeing and is a leader in pastoral care and innovation.

Currently transitioning to full co-education across all year groups, the School will welcome boys and girls in across all years from September 2025.

Small class sizes ensure personalised support, with dynamic and engaging lessons that inspire academic excellence and personal growth.

Headmistress Mrs Wendy Barrett, who took up her role in 2020 after serving as Deputy Headmistress, has introduced an ambitious strategy to raise standards and equip students with the academic and character skills needed to thrive in an ever-changing world. With a strong emphasis on values, wellbeing, and academic success, Cobham Hall prepares students for life beyond the classroom, empowering them to reach their full potential.

A part of the Mill Hill Education Group

In March 2021, Cobham Hall joined the Mill Hill Education Group, a charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Pupils have an excellent understanding of the value of diversity and are well prepared for their future lives."

Independent Schools Inspection 2023

Why Choose Us

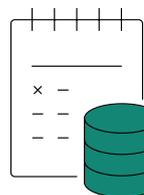
- Excels in STEM and the Arts: 100% pass rate in Biology, Chemistry, Physics and Music.
- Non-selective nature inspires every student to step beyond their comfort zone.
- 1/3 of GCSE students achieved Grade 7 (A*/A) or above in all of their subjects.
- 20+ nationalities across our community.
- 90% of A Level subjects had a 100% pass rate.
- A digital school.
- More than 75% of students get into their first choice university, including Russell Group universities.



Cobham Hall Benefits



Free on-site parking



Pension schemes



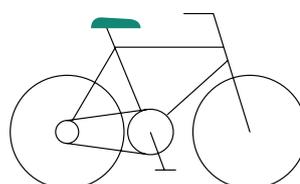
Opportunities for continued professional development



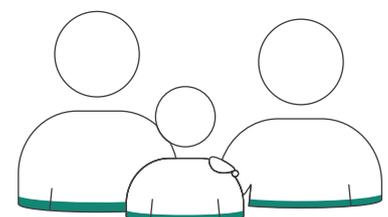
Access to 150 acres of Grade II* designed parkland



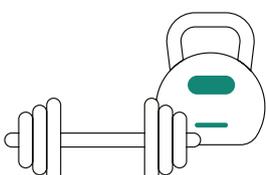
Lunch included



'Cycle to Work' Scheme



Small class sizes



Use of the School fitness room, studio and swimming pool

How to Apply:

1

If you would like to apply for this role, please complete an application using the Apply button below.

[APPLY](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9.00am on Tuesday 15 July 2025.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.



The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



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Education for life.

NOW
WELCOMING
APPLICATIONS
FROM GIRLS
AND BOYS IN
ALL YEARS

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In partnership with



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