



# Catering Assistant

# Candidate Information Pack



# INTRODUCTION

"Pupils typically demonstrate high levels of effort, motivation and enthusiasm. They show interest in their work and eagerly participate in classroom activities"

- ISI inspection, June 2025

The General Assistant will assist with the preparation of service and dining areas, food service, cleaning of equipment, utensils and working areas whilst maintaining correct levels of Health & Safety and Food Safety.

Closing date for applications: 9.00am on Tuesday 24 February 2026.

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

## **Key facts about the role:**

### **Hourly Rate**

£13.99 PER HOUR

### **Reporting To**

FRONT OF HOUSE

### **A part of**

MILL HILL EDUCATION  
GROUP

# THE SCHOOL

## Keble Prep

Keble provides an excellent all-round education, combining high academic standards with opportunities for children to achieve in Sport, Music, Drama and a broad extra-curricular programme. An education that develops the abilities and enthusiasm of every child.

At Keble, each student is encouraged to think independently, to be continuously inquisitive and reflective. Each individual pupil is valued and encouraged to uncover and nurture their talents, whilst celebrating their achievements.

## A part of 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.



# OVERVIEW

## RESPONSIBILITIES

- To ensure that throughout the working day you follow industry best practice methods of work, Health & Safety, COSHH and Food Safety regulations
- To comply with the Foundation Allergens Policy
- To comply with the Foundation Environmental Policy, specifically waste separation and recycling
- To follow the Absence Reporting Rules
- To prepare all catering services with due care and attention
- Serve food and beverages to customers and guests as directed, both from the service counter and at Sport and Hospitality events
- Assist in the smooth operation of the food services, by replenishing equipment and food e.g. fruit bowls and bread baskets
- Work in the Pantry area using a commercial specification dishwasher
- Manual handling: trolleys of equipment and tray racks need to be pushed up and down the corridor
- Separate waste as directed. Remove waste from internal working areas, and dispose of at waste collection hubs
- Working as part of a Foundation team of support staff. Willing to work in any part of the Foundation Domestic Department
- Promote a friendly working relationship with colleagues
- Be customer focussed and professional
- Report faults on equipment to your line manager
- Report potential accidents, accidents and near misses to the Domestic Bursar
- Be flexible with working patterns in understanding the nature of daily tasks, calendar school events, and hospitality requirements. This will include occasional Saturdays and Sundays, and evening work
- Maintain a clean and presentable uniform
- To manage your annual leave fairly and with minimum impact to the business
- To act on any reasonable request made by a Supervisor or Manager
- To attend weekly team meetings with the Supervisor



If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, you must report any concerns to the designated DSL immediately.

# PERSON SPECIFICATION

- Clean driving licence (desirable but not a necessity)
- Previous experience working as part of a Catering Team
- Self-motivated and an ability to use one's own initiative



# 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 24 February 2026**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the 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 schools 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.



We offer a happy space, a growing space and a learning space.



**Keble Prep**

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[kebleprep.co.uk](http://kebleprep.co.uk)

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