



Bligh House

At Cobham Hall

Catering Assistant Candidate Information Pack



ABOUT THIS ROLE

Bligh House, part of Cobham Hall School, is a specialist provision for students aged 11–16 with Autism Spectrum Condition (ASC) and anxiety as their primary barrier to learning. Our small, nurturing environment is dedicated to reducing barriers and enabling every young person to thrive.

We are seeking a reliable and enthusiastic Catering Assistant to join our Catering Team. Working alongside the Catering and Domestic Support Services Manager, you will support the delivery of a high-quality catering service, helping to provide nutritious meals in a safe, welcoming and hygienic environment for students, staff and visitors.

The successful candidate will be a positive and flexible team player with the ability to work to high standards, use their initiative and build positive relationships. Previous catering experience is desirable but not essential.

Closing date for applications: 9.00am on Tuesday 11 August 2026

Interviewing the week: Beginning Monday 10 August 2026

Starting: Monday 24 August 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:

Salary

£17,350.50 (FTE: £27,276.60)

Hours

30 HOURS A WEEK
38 WEEKS A YEAR

Contract Type

SUPPORT – PART-TIME

Holidays

25 DAYS PRO RATA
PLUS STATUTORY BANK
HOLIDAYS

Reporting Manager

CATERING AND DOMESTIC
SUPPORT SERVICES
MANAGER

THE SCHOOL

A Collaboration Between Mill Hill Education Group & Chiltern Way Academy Trust.

A new SEND Centre located within the Cobham Hall School site in Kent. This centre of excellence is the result of a unique collaboration between the Mill Hill Education Group, one of the UK's fastest-growing charitable independent school groups, and Chiltern Way Academy Trust, an outstanding specialist Multi Academy Trust.

Cobham Hall

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584, and was at one stage, home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a co-educational Boarding and Day school for girls and boys aged 11 to 18. It is a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

In March 2021, Cobham Hall joined the Mill Hill Education Group opening up new opportunities for investment and collaboration. Now in transition to a day and boarding school for girls and boys aged 11 to 18, Cobham Hall will become fully co-educational throughout from September 2025.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Our aim 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.



JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

- Reporting to the General Assistant Supervisor, you will take direction from and support the Head Chef and Team in the preparation, transportation, 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 and Safety instruction, that all cleaning chemicals are kept safely stored in locked cupboards if appropriate
- To adhere to all Health and 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



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 11 August 2026**.

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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Part of Mill Hill Education Group