



**Pate's Grammar School Foundation and
The Richard Pate School ("the School")**

Catering Assistant

Information Pack

Title:	Catering Assistant
Reports to:	Catering Manager & Assistant Catering Manager
Employment:	Permanent, Part-time, term time only
Hours:	55 hours over a two week cycle: alternating between 25 hours per week (9-2) and 30 hours per week (9-3)
Salary:	Hourly rate up to £13.21 per hour, contracted to 42.1 weeks per year
Start Date:	1 September 2026

About Us

The Richard Pate School is owned and operated by Pate's Grammar School Foundation. It is a successful co-ed independent day school (Monday – Friday) for 3-11 year olds. The school is set in a beautiful 11-acre semi-rural site in Leckhampton on the outskirts of Cheltenham. We offer children a broad education in modern, purpose-built facilities, which includes music, sport, art, languages and drama and a varied extra-curricular programme.

The school employs its own in-house catering team who, working in a modern well-equipped kitchen, prepare nutritionally-balanced menus for staff and pupils, while adhering to high standards of food hygiene and safety. All pupils are offered a mid-morning snack, and have a hot lunch at school in our purpose-built dining room. Pupils out on school trips are provided with a packed lunch. Match teas are served after home sports matches, and refreshments are served at various school events.

Vacancy Details

This is a permanent part-time, term-time only position for someone with confident cooking and baking skills.

As a member of our friendly in-house catering team, you will help to prepare and serve freshly-prepared and nutritionally-balanced lunches to over 300 pupils and staff each day.

Job Description

You will help with all tasks involved in the efficient running of a busy School kitchen including:

- Assisting with the preparation of the dining room, including setting up tables, laying out cutlery, crockery etc.
- Preparing food to an appropriate standard as directed by the Catering Manager
- Serving food to children, staff and visitors, while being mindful of those identified as having allergies or intolerances.
- Maintaining high standards of food safety and hygiene, and following kitchen protocols at all times.
- Clearing away, washing up, sweeping floors, sanitising surfaces
- Helping to ensure that all kitchen equipment is cleaned and maintained in a timely manner, reporting any defects in equipment or premises to the Catering Manager.
- Completing all training courses required of the role, as requested.

It is important that you are committed to the aims and objectives of the School, to high standards of health and safety, and to the safeguarding and wellbeing of the School's pupils and staff.

Uniform and Personal Protective Equipment are provided by the school.

All responsibilities outlined in this job specification are subject to review and change from time to time.

Person Specification

Education, Qualifications and Training:

- Level 2 in Food Safety would be an advantage, but is not essential as health and safety and allergens training will be provided.

Experience, Aptitudes and Skills:

We are looking for someone who:

- Possesses confident cooking and baking skills - developed either at home or in a catering environment.
- Is capable of following a recipe, and would enjoy contributing recipe ideas.
- Is comfortable working on their own, and is also happy to 'muck in' with other members of the kitchen team to complete necessary tasks.
- Is cheerful, friendly and has a 'can do' attitude and professional approach to work.
- Demonstrates high standards of personal hygiene
- Is willing to keep up to date in matters of food hygiene and health and safety.
- Is able to communicate well with children and staff members.

Safeguarding and Probation

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes the disclosure of criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Due to the nature of this role being a regulated activity, you will need to complete an enhanced criminal record disclosure (DBS check including Barred List check) and undergo our pre-employment screening. As a regulated sector we are required to undertake online checks and ask for references prior to interview, by applying for this role you are consenting for us to contact your referees. Please note that this role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

The successful applicant's appointment will be subject to successful completion of a 3 month probation period.

Equality Diversity & Inclusion

We are committed to creating and promoting a diverse and inclusive workforce that reflects our community. Applications are welcome from all suitably qualified candidates. We particularly encourage applications from under-represented groups.

Candidates who have a disability or any other special requirements should let the School know if there are any reasonable adjustments they would like the School to make as part of the recruitment process.

Further Information

Up to date information and policies (including 'Recruitment, Selection and Disclosure Policy and Procedure, including Policy on the Recruitment of Ex-Offenders and Recruitment Privacy Notice') may be found on the school website (www.richardpate.co.uk),

Should you wish to discuss any of the detail contained within this information pack, please contact our Bursary on 01242 522052.

How to Apply

To apply, please download an application form from our website, or call the Bursary on 01242 522052 to request an application form.

Please post completed application forms to the following address:-

Mrs Lucy Cox - Bursar

The Richard Pate School Bursary
Southern Road
Cheltenham, GL53 9RP

Alternatively, e-mail your application to: bursar@richardpate.co.uk

Applications must be received by noon on 17 June 2026

Interviews will be held on Thursday 2 July 2026

Start Date: 1 September 2026

NB: CVs will not be accepted in place of an application form, but may be submitted as additional supporting documentation.

Pate's Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding is underpinned by a range of policies and procedures which encourage and promote safe working practice across the School. We make sure that all our staff are trained and supervised to a high standard so they can provide safe, effective practice.

Pate's Grammar School Foundation is an equal opportunities employer. We are committed to creating and promoting a diverse and inclusive workforce that reflects our community. Applications are welcome from all suitably qualified candidates. We particularly encourage applications from under-represented groups.