



Job Description – Catering & Hospitality Assistant

Job Title: Catering & Hospitality Assistant

Location: Woodhouse Grove School, Apperley Bridge, Bradford, BD10 0NL

Department: Catering & Hospitality Services

Reports to: Catering Manager

Hours: As advertised

Salary: £13.45p/h

We have an exciting opportunity for a **friendly, reliable, hardworking, and passionate Catering and Hospitality Assistant** to join our team at Woodhouse Grove School, a respected independent school.

The successful candidate will assist in delivering excellent catering and hospitality services, supporting daily meal service, special events, and functions. This role requires someone who can work on their own initiative, remain calm under pressure, and provide outstanding customer service to pupils, staff, and visitors.

Job Purpose:

To support the delivery of high-quality catering and hospitality services within the school, including meal service for pupils and staff, special events, and functions. The role requires excellent customer service, attention to detail, and a commitment to maintaining a clean, safe, and welcoming environment.

Key Responsibilities:

Food Service & Preparation

- Assist with the preparation and serving of food and beverages to pupils, staff, and visitors.
- Set up and clear down dining and service areas, ensuring presentation standards are maintained.
- Ensure all food is presented attractively and served promptly and efficiently.
- Support the kitchen team in basic food preparation, where required.

Hospitality Support

- Assist with school events, meetings, and hospitality functions, including setting up rooms, serving refreshments, and clearing away.
- Assist with the preparation and delivery of catering for special occasions (e.g., open days, parent evenings, governors' meetings).

Health, Safety & Hygiene

- Adhere strictly to food hygiene, health & safety, and allergy awareness regulations and procedures.
- Ensure cleanliness of all catering equipment, surfaces, and service areas.



- Report any maintenance issues or hazards to the Catering Manager promptly.

Teamwork & Communication

- Work collaboratively with other members of the catering and facilities team.
- Maintain a friendly, professional manner with pupils, staff, and guests.
- Communicate effectively with supervisors regarding stock, supplies, or operational concerns.

Person Specification:

Essential:

- Experience in a catering, hospitality, or customer service role.
- A positive attitude, with a flexible and proactive approach to work.
- Ability to work effectively as part of a team and independently.
- Awareness of food hygiene and health & safety regulations.
- Good communication and interpersonal skills.

Desirable:

- Food Hygiene Certificate (Level 2 or above).
- Previous experience working in a school or hospitality environment.
- Barista or front-of-house experience.
- Maintain a professional image at all times

How to Apply:

Please send a completed application form and a covering letter to the HR department at
recruitment@woodhousegrove.co.uk

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview. For further information on which offenses should be disclosed please visit the following pages:

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>
Unlock - <https://www.unlock.org.uk/contact-us/>

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs.

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact HR. Should you require reasonable adjustments at application or interview stage, please also contact HR.

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.