



URSULINE HIGH SCHOOL
CATERING ASSISTANT
GENERAL INFORMATION

Background

The Ursuline High School has been established for over 125 years in Wimbledon and is an outstanding Roman Catholic girls' school at the heart of the local community. The school has a strong Catholic identity and mission, guided by the values and charism of St Angela Merici.

The school currently supports approximately 1,400 students aged 11–18, including around 320 students in the Sixth Form. It is committed to providing a caring, inclusive and high-achieving environment where students can flourish.

The Catering Service plays a key role in supporting student wellbeing by delivering high-quality, nutritious and sustainable food provision. The service is committed to maintaining excellent standards of food safety, customer service and operational efficiency, in line with current school catering expectations and regulations.

Administrative Structure

The Catering Assistant is responsible to the Catering Manager and works collaboratively as part of the wider Catering Team.

The role contributes to the effective day-to-day operation of the catering service, supporting food preparation, service delivery, compliance and customer experience across the school.

Catering

The school operates an in-house catering service, including a modern cashless catering system.

The catering operation is focused on delivering:

- High-quality, freshly prepared food in line with school food standards.
- Efficient and professional service to students, staff and visitors.
- Strong compliance with food safety, allergen management (including Natasha's Law), and health and safety requirements.
- Sustainable practices, including waste reduction and responsible sourcing where possible.

Catering Assistants play an important role in supporting these objectives by maintaining standards, promoting healthy eating, and ensuring a positive dining experience.

Person Specification

The person appointed will:

- Have experience in a catering, hospitality or food service environment.
- Be well organised, reliable and able to work effectively in a fast-paced setting.
- Demonstrate good communication and customer service skills when interacting with students, staff and visitors.
- Show initiative and a proactive approach to supporting the Catering Team.
- Be able to work collaboratively as part of a small, dedicated team.
- Maintain a flexible approach and calm manner during busy service periods.
- Be committed to maintaining high standards of food hygiene, cleanliness and safety.
- Be willing to undertake training and development relevant to the role.

Salary

Salaries are payable on or around the 26th of each month. The salary for this post is Scale ME4, point 3-4, currently £28,616 - £29,025 FTE per annum (paid pro rata). Please note that this is a term-time only position (39 weeks per year), and the salary will be paid pro rata.

General Information

The position is subject to an enhanced DBS disclosure.

The school is committed to safeguarding and promoting the welfare of children and young people, and all staff share this responsibility.

The position is subject to a six-month probationary period.

The main duties of the post are detailed in the accompanying Job Description.

The post is pensionable, with access to a contributory pension scheme.

Applicants are asked to demonstrate how their skills, experience and attributes meet the requirements of the role, with reference to the Job Description and Person Specification.

Applications should be returned to:

Evelyn Davern, SLT Business Support, Ursuline High School, Crescent Road, Wimbledon, London, SW20 8HA or by email to:

evelyn.davern@ursulinehigh.merton.sch.uk