

Bungay High School
Queens Road
Bungay
Suffolk
NR35 1RW
Tel: 01986 892140

Catering Assistant

Grade 2 (Point 2) Full Time Pay is £25,219 pro-rata is £12,739.97 Gross Pay
Permanent / 22.5 hours a week / 38 weeks per year

Main purpose

To prepare and provide high quality food and beverage service for staff and pupils at Bungay High School in line with Health & Safety Food Hygiene regulations.

Working 4.5 hours a day - 9.00-2.00pm with a 30 minute unpaid break.

Duties and responsibilities

- To prepare, cook and serve food and beverages to the required standard
- To follow menu plans agreed with the Catering Manager at Bungay High School
- To assist the Catering Manager with the preparation of menu plans if required
- To follow the menu and recipes agreed
- To occasionally assist with special functions which may be outside of normal working hours
- To carry out cleaning duties within the kitchen and dining areas as required
- To follow sound hygiene practices and compliance
- To ensure that health and safety regulations are observed in working practices and complete checks and paperwork as agreed with Catering Manager
- To assist with the ordering, issue and recording of catering supplies as required
- To assist with the operation of control procedures as required
- To attend regular meetings with the Catering team
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.

General

- To participate in the performance and development review process
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. The Local Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Please note that this list of duties is illustrative of the general nature of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Should you wish to apply for this role, please do so via **My New Term**. Should you have any queries, please contact Mrs Blake, Headteacher's PA: 01986 891642 or email: rblake@bungayhigh.co.uk. **We do not accept CVs. No Agencies.**

Closing date for applications is **midday on Monday 19 October 2026**. Please write your covering letter of application to Mrs Chanel Oswick, Headteacher.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. A DBS check will be required for this post.

*Our values, which underpin every decision we take and the systems we use, are demonstrated in 'The Bungay Way', and these are sought, caught and taught by our character virtues of **RESPECT, RESILIENCE, REFLECTIVENESS** and **RESPONSIBILIITY**. We have a comprehensive student character-building programme, through which we are working towards the nationally recognised Character Quality Mark.*