

HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

FOOD SERVICE ASSISTANT

01432 363500 | HEREFORDCS.COM

HEADMASTER'S WELCOME



Hereford Cathedral School is a place where both staff and pupils alike are happy, purposeful, and fulfilled. Situated in the beautiful Cathedral Close, we seek to live out our Christian values, which include kindness, compassion and care for one another. We believe in holistic education where impressive academic outcomes are supported by artistic, sporting and cultural achievements, individualised pastoral care, and an emphasis on character education.

I believe that there has never been a more exciting time to join HCS. While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision which values continuous professional development, a culture of collaboration, reflective practice, and where colleagues are nurtured, supported and encouraged in their careers.

I look forward to meeting you and hope that you will want to join our wonderful community.

Yours ever,

Michael



AIMS, ETHOS & VISION

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. Hereford Cathedral School culture produces well balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote virtuous character and Christian values;
- To provide an environment in which pupils feel valued and learn to work collaboratively;
- To provide a balanced, innovative and challenging curriculum with a wide range of extra-curricular opportunities;
- To encourage pupils to achieve their academic potential and to foster a culture in which teaching and learning of high quality are given central priority;
- To ensure the highest quality of pastoral care, support and guidance; and
- To equip all pupils to thrive in a rapidly changing world.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We believe that the best education is a partnership between school and family; we place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the School and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain attributes, dispositions and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.







A BRIEF HISTORY

Hereford Cathedral School is one of the UK's oldest schools, most likely dating back to 676AD when the Diocese of Hereford was founded. This would make it the sixth oldest school in the country, originating as a song school attached to the Cathedral. The educating of the Cathedral choristers has continued unbroken to this day.

The School has always been situated in the beautiful Cathedral Close and has expanded significantly since the late 19th century from around 100 boys to its current total of around 750 pupils, with the introduction of girls from 1970. Boarding has always been an integral part of the School's history with School House, Number One and the Old Deanery all having been pupil accommodation at various times. In 2018, the School re-introduced boarding through the acquisition and opening of Wilmot House in How Caple, which is home to around 40 pupils from across the world.

The Cathedral Prep School was founded in 1898 and moved to its present site on Castle Street in 1925 before becoming Hereford Cathedral Junior School upon its acquisition in 1987 by the Hereford Cathedral School Foundation. Hereford Cathedral School has a long and venerable history, but its eyes are firmly fixed on the future as it prepares the current generation for the opportunities and challenges of the decades and centuries which lie ahead.





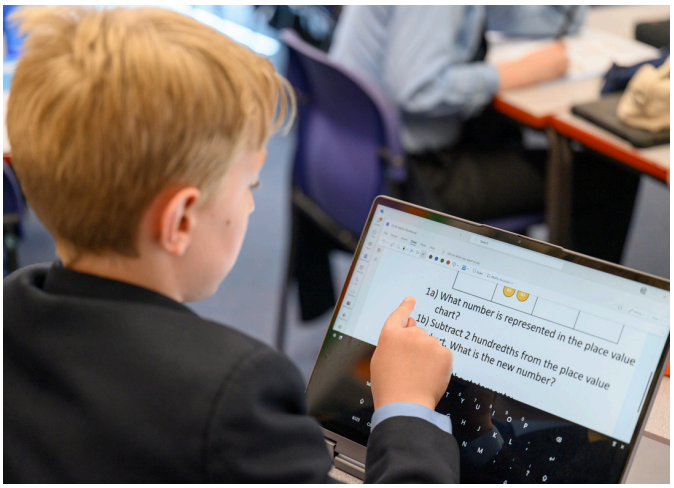




LIFE AT THE SCHOOL

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result, pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. We seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them.

As a Cathedral School we expect pupils and staff to be sympathetic to and supportive of our Christian ethos, although we welcome and value those of other faiths, too.













A BEAUTIFUL CITY, CULTURE AND A TASTE OF TRANQUIL COUNTRYSIDE

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond – with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside – affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.

Hereford itself also offers a wide range of independent eateries and great places to eat and drink, including the award-winning, world-famous Beefy Boys. The city is home to The Courtyard Theatre, a vibrant arts venue hosting high-quality drama, music, dance and community events throughout the year. With an Odeon cinema and a modern shopping centre, there is plenty to enjoy and commuting is straightforward, with excellent transport links to London, Birmingham and Cardiff.

A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The Cathedral and School play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

Find out more about what Herefordshire has to offer on the Visit Herefordshire website.



JOB DESCRIPTION:
FOOD SERVICE ASSISTANT

Post title: Food Service Assistant
Location: Hereford Cathedral School
Contract: Permanent

Hours/weeks: 20 hours term time (36 weeks) plus 8 days
Salary: NLW
Start date: ASAP

Purpose of this job description:
Hereford Cathedral School considers this document as a "snapshot" of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description which follows is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

OPPORTUNITY

Hereford Cathedral School is looking for a friendly and reliable Food Service Assistant to join our dedicated catering team. This is an exciting opportunity to help deliver high-quality meals to pupils and staff in a supportive and professional environment.
As a Food Service Assistant, you will assist with the preparation and serving of meals, maintain cleanliness in the kitchen and dining areas, and ensure that all food hygiene standards are met. The role is perfect for someone who enjoys working as part of a team, takes pride in providing excellent service, and wants to contribute to a positive dining experience for the school community.
If you are enthusiastic, hardworking, and passionate about food service, we would love to hear from you.

OUR OFFER

- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settingsJoin a highly talented and supportive team and governing body
- A positive and innovative working environment surrounded by students, staff, parents and governors
- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Cycle to Work scheme
- Free lunch during term time

REPORTING LINES

The post holder reports to the FSA Team Leader.

Continued overleaf

THE ROLE CONTINUED: FOOD SERVICE ASSISTANT

ACCOUNTABILITIES

- To assist in the production of foodstuffs as required by the Chef Manager and Cooks
- To keep kitchen clean, tidy and hygienic at all time in accordance with national standards as set out by Environmental Health
- Serve food to staff and pupils at morning break and lunchtime

RESPONSIBILITIES

- Wash crockery, cutlery, cooking and service utensils, pots and pans. Clean kitchen equipment, clean floors, walls and surfaces in the kitchen and dining room
- Carry out basic food preparation tasks
- Assist with the setting up of the service counter, serve food according to the type of service used, and clean areas afterwards
- Set up dining room furniture and prepare the room for dining, cleaning and dismantling same and leaving in a clean condition
- Ensure floors in both kitchen and dining areas is keep free of food waste at all times to avoid slips and falls
- Perform in-depth cleaning tasks when requested
- Assist with the unloading of deliveries of supplies
- Serve drinks and snacks at morning break, functions and meetings as directed
- Assist with basic food preparation and serving at events and meetings as directed
- Operate till and take cash at senior school morning break time
- Drive a School vehicle to deliver hospitality to other School sites

Continued overleaf

SAFEGUARDING & PROTECTION OF CHILDREN AND YOUNG PEOPLE

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

HEALTH & SAFETY

As an employee you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work
- (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

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	PERSON SPECIFICATION	
	Essential Criteria	**Desirable Criteria**
Qualifications	• Good standard of spoken and written English	• Basic Food Hygiene Certificate • Other relevant professional qualifications • Driving licence
Experience and Knowledge	• Some knowledge of Health and Safety procedures in a catering environment • Some knowledge of food preparation and cooking skills	• Previous experience in a similar role • Experience of working within an education environment
Skills and Abilities	• Ability to understand and follow instructions • Ability to work effectively as a member of a team but also work on own initiative • Demonstrable knowledge of high standards of personal and kitchen cleanliness • Build and maintain relationships through effective interpersonal skills	• Ability to communicate with children • Some knowledge of collecting cash through a cash register • Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school

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	PERSON SPECIFICATION	
	Essential Criteria	**Desirable Criteria**
Aptitude	• Calm and unflustered when working under pressure tight time constraints whilst maintaining a sense of perspective and humour • Naturally demonstrates a 'can do' helpful attitude • Reliability and integrity • Resilience and tenacity • Commitment, honesty and dedication • Shares the School's values and committed to the School's vision • A positive attitude towards children and young people	
Circumstances	• Able to work flexibly, some earlier starts, evenings and weekends for extra functions plus a willingness to support of wider school functions from time to time	
Safeguarding Children, Young People and Vulnerable Adults	• Understands their role in the context of safeguarding children, young people and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	• Understanding of the requirements of Equality and Diversity	

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HOW TO APPLY

An application form and information pack may be downloaded from the school website: www.herefordcs.com/about/work-at-hcs/

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **9am on Monday 9 November 2026**.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on the school website.

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.