



**Barnard Castle School**  
ESTD 1883



## **General Catering Assistant**

**For an immediate start**

# Welcome from the Headmaster

**Dear Candidate,**

Barnard Castle School is seeking friendly, experienced front-of house catering assistants for our thriving day and boarding school, which has remained at the forefront of girls' and boys' education for over 130 years. Whilst the school retains a strong academic record, its focus continues to be on developing life skills and nurturing each character. This is something that we as a school take great care and pride in.

We welcome applications from all experience levels. Barney is an exciting and hugely rewarding place to be, and I look forward to receiving your application.

**Yours faithfully,**



**David Cresswell**  
HEADMASTER



# The History of Barnard Castle School

Barnard Castle School has a rich and enduring history, deeply rooted in a tradition of learning and community. The school traces its origins back to the nearby Hospital of St John, an educational and religious community established by John de Balliol in 1229. John de Balliol also founded Balliol College, Oxford, and his passion for education and opportunity remains central to our philosophy today.

In 1883, with a generous gift from Benjamin Flounders, a Victorian philanthropist, and the proceeds of St John's Hospital, the present main school building was constructed. Since then, the school has grown and evolved, blending its historical foundations with a forward-thinking approach to education.

In 2024, David Cresswell was appointed as Barney's 11th Headmaster, continuing the school's tradition of combining timeless values with future-focused ambition. Today, Barnard Castle School remains a place where the lessons of the past inspire the innovations of tomorrow, as we prepare our pupils to shape a changing world with courage, kindness, and integrity.

## Barnard Castle School: Shaping Tomorrow, One Step at a Time

*"Parvis imbutus tentabis grandia tutus"*

*When you are steeped in little things, you shall safely attempt great things.*

At Barnard Castle School – or 'Barney' as it is affectionately known – we believe that small steps lead to big strides. Our vision is to inspire a generation of young people with the courage and kindness to dare greatly and shape a changing world. We want them to shape the future while proudly standing on the shoulders of those who came before them.

**Ambition** – Daring to achieve, with the courage to innovate and the curiosity to explore.

**Character** – Forged in challenge, strengthened by kindness, and rooted in integrity.

**Community** – Honouring the past, strengthening our school and town, and building global connections that last a lifetime.

These principles guide everything we do – from our academic programmes to our vibrant co-curricular offering. Our down-to-earth and inclusive community provides a safe environment for pupils to embrace challenges, pursue passions, and develop a sense of purpose that will stay with them long after they leave Barney.

We are a school that blends tradition with forward-thinking ambition. Our origins trace back to the Hospital of St John, founded in 1229 by John de Balliol, who also established Balliol College, Oxford. That same love of learning and commitment to opportunity remains central to our philosophy today. As we look ahead to the 2030s, we continue to invest in modern facilities and innovative teaching approaches to meet the evolving needs of our pupils and the wider world.

Barney is a place where connections are made and memories are formed. It is not unusual to see Year 11 pupils sharing lunch and conversation with younger peers or Sixth Formers mentoring new starters. Our pupils develop confidence, resilience, and humility as they grow – always encouraged to support and celebrate each other's successes.

Staff at Barney play a crucial role in this journey. We seek staff who share our purpose and are proactive in immersing themselves in the life of the school. Through our extensive 'Mind, Body, and Soul' programme, which runs from 4pm to 5pm, staff have the opportunity to lead activities they are passionate about, fostering authentic relationships beyond the classroom.



We are also committed to helping staff be the best versions of themselves. Our comprehensive Continuing Professional Development (CPD) programme offers opportunities to hone their craft. We want staff who are ambitious about their own development and passionate about lifelong learning, recognising that their growth directly benefits our pupils and school.

Our location, on the edge of the historic market town of Barnard Castle – recently recognised as one of the safest in England – offers a unique combination of heritage, community spirit, and access to outstanding natural beauty. We also benefit from partnerships with world-class universities in Durham, Newcastle, and York, enhancing our pupils' educational experience and broadening their horizons.

At Barney, we believe that ambition, character, and community are not abstract ideals but lived experiences. Together, we take small steps every day – steps that build towards remarkable achievements and a future as bright as the generations of Barnardians who came before.

### **Our Vision**

- To be viewed as the leading independent co-educational day and boarding school in the North of England.

### **Our Purpose**

- Our purpose as a school is to inspire minds and build character, within a down-to-earth, inclusive community where everyone belongs, and hard work and good humour thrive.

### **Our aim**

- Our aim is to create a safe environment where pupils love their school, embrace small steps toward great achievements, and are willing to dare greatly to shape a changing world.



# Our Key Features

## **A Seamless Educational Journey**

We are proud to offer a supportive environment where students can complete their entire educational journey. At every stage, we nurture their growth, ensuring smooth transitions and a deep understanding of each student's unique needs, all within a close-knit, inclusive community that helps them flourish and prepares them for life beyond Barney.

## **Fully co-educational Boarding and Day School**

We fully embrace co-education, ensuring equal opportunities for all students, regardless of gender. Our strong boarding community enriches the school, enhancing cultural literacy through our international students. The extended school day and week provide ample time to deliver a broad and varied educational experience.

## **Resilient Characters & Brave Minds**

We have always offered an education that goes beyond exams, which is more crucial now than ever in a rapidly changing world shaped by globalism, AI, and evolving careers. Our students need strong character, adaptable soft skills, and a values-driven foundation to thrive in this uncertain future. With resilience and a supportive community, they are empowered to dare greatly and achieve beyond what they thought was possible.

## **A Broad Entry**

Life is about engaging with people of diverse abilities and talents, celebrating personal growth rather than just top grades. As long as we can support individuals in accessing our education and they demonstrate the core character traits we value, we are committed to supporting them on their journey.

## **Traditional yet Innovative**

Barney's rich history and cherished traditions have shaped generations of strong, humble individuals. While we honour these beloved 'Barneyisms,' we remain focused on staying relevant and forward-thinking as we move further into the 21st century



# Role Summary

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Develop The purpose of the role is to support the Catering Manager and Head Chef in ensuring the delivery of the highest quality food service during term time and for functions.

## Job Description

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**Job Title:** General Catering Assistant

**Responsible to :** Catering Manager

**Reporting to:** Catering Supervisor

**Contract:** 35 hours per week, term time only plus 4 weeks in summer

**Start date:** As soon as possible

## Key Responsibilities

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### General

- To be responsible for the efficient delivery of a high quality, customer-oriented food production service which meets the needs of the pupils, staff and visitors to the school and maintains departmental standards.
- Supporting the delivery of catering and hospitality for functions and events.

### Specific

- To ensure the dining room is ready for use at the appropriate times for meals, break time, sports teas and functions.
- To ensure the dining room is cleaned and setup after each meal.
- To ensure the service areas, counters and hot cupboards are cleaned after each meal.
- To serve on the hotplate at meal times.
- To work in the plate wash area at meal times.
- To tidy and clean the plate wash area and ensure the removal of all waste.
- To transport food and other supplies as requested.
- To fill in and complete all paperwork when required (e.g. cleaning schedule, delivery notes)
- To serve at morning break and controlling the issue of snacks.
- Maintain the highest standards of health, hygiene and safety.
- To immediately report all accidents, near misses, damage or breakages to the Catering Manager.
- To actively assist in ensuring a five star food hygiene rating.
- To ensure that the Catering Department is opening and closed at the required times and secured when not in use.
- To undertake any other tasks appropriate with the duties and responsibilities of the post



- To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively

**In order to meet the high standards expected of a member of staff in our school, the Bursar is seeking to employ a person with the following qualities, experience, skills and abilities**

## Role Criteria

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### Essential Criteria

- Proven Ability to carry out all aspects of the role to a high standard at all times
- Excellent social and verbal communication skills
- Positive attitude
- Approachable and flexible.
- A common sense approach.
- Must be able to work on own initiative, and with resilience.
- The ability to organise workload and multi-task.
- The ability to work without direct supervision.
- The ability to work as a member of a team
- Excellent attendance and punctuality
- Highly motivated with a drive to introduce continuous improvement.
- Reliable

### Desirable Criteria

- NVQ level 1/2 in Catering & Hospitality
- Certificate in food hygiene training
- Certificate in First Aid.
- Certificate in Health and Safety including Knowledge of COSHH regulations, safe storage and working practices
- Experience of delivering a catering service in a high volume environment.
- Experience of working in a boarding school or residential environment.
- An awareness of child protection and safeguarding procedures/ The Children's Act
- An understanding of Keeping Children Safe in Education.
- An awareness of National Minimum Standards in Boarding.

This job description reflects the present requirements of the post and is not intended to be exhaustive. The post holder may be required to carry out such other duties as the Finance Manager may reasonably require from time to time.

Duties and responsibilities may be subject to change and development; the job description will be reviewed periodically and subject to amendment in consultation with the post holder.



## Expectations as a member of Barnard Castle School Staff

- To have high professional standards and so be an appropriate role model of reliability, behaviour and appearance
- To relate to children in an atmosphere of trust, frankness and ambition and to engender a climate of mutual respect
- To make sure that pupils meet the School's expectations of them
- To facilitate the development of children's confidence, self-esteem, determination, responsibility and personal pride in achievement, behaviour and appearance
- To understand that offering a well-rounded education means engaging beyond the classroom, and therefore contributing to the wider life of the Barney education.
- To contribute to marketing the school and to promote the School to prospective pupils and parents
- To establish and maintain high standards of communication with pupils, staff and parents
- To uphold all the policies of Barnard Castle School
- To take an interest in how the School functions and to convey suggestions for improvement to the Catering Manager, Bursar and Headmaster from time to time
- To subscribe to the School's ethos of inclusivity, collegiality and helpfulness.

This job description reflects the present requirements of the post and is not intended to be exhaustive. Staff may be required to carry out such other duties as the Bursar may reasonably require from time to time.

Duties and responsibilities, may be subject to change and development, the job description will be reviewed periodically and subject to amendment in consultation

## Support

The staff member will be appraised by their Line Manager, but routine communication will be on going.

## Terms and Conditions

**Type:** Permanent contract

**Hours:** 35 hours per week, term time only plus 4 weeks during the summer, – early and late shifts e.g. 7.00 am – 3.00 pm or 11.00 am – 6.30 pm and every other weekend during term time

**Salary:** National Minimum Wage

**Probationary period:** 6 months

**Paid Holidays:** 20 days holiday per annum plus bank holidays, the holiday year runs 1st September to 31st August. Holidays to be taken during School holidays.

As we are a Boarding School, some public holidays are a normal working day and a lieu day can be taken in School holidays working weeks for this.

**Pension:** In accordance with current pension legislation, Operational Staff are automatically enrolled in The Pensions Trust Flexible Retirement Plan scheme unless they choose to opt out. More information is available on request.



# Recruitment Process

## Applications

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

### Applications should be sent to:

Mrs S M Metcalf  
Bursar  
Barnard Castle School  
Barnard Castle  
County Durham  
DL12 8UN

Telephone: 01833 696098

Email: [hr@barneyschool.org.uk](mailto:hr@barneyschool.org.uk)

### Information about Interviews:

**Applications will be considered as they arrive.**

*Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.*

*Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.*

*Barnard Castle School is an equal opportunities employer.*



