



BIRKENHEAD  
HIGH SCHOOL ACADEMY

GDST  
GIRLS' DAY SCHOOL TRUST

Junior School | Senior School | Sixth Form



# Application Pack

## Assistant Catering Manager

Permanent

---

### **Birkenhead High School Academy**

**Academy Principal:** Mrs Elizabeth De Boorder  
86 Devonshire Place, Prenton, Merseyside CH43 1TY  
**Phone:** 0151 652 5777  
**email:** [bhsa@birkhs.gdst.net](mailto:bhsa@birkhs.gdst.net)  
**website:** [www.birkenheadhigh.gdst.net](http://www.birkenheadhigh.gdst.net)

**Head of Junior School:** Mrs Maryanne Ramsbottom  
**Junior School Office Phone:** 0151 652 1740  
**Junior School Office Email:** [bhsa\\_jnr@birkhs.gdst.net](mailto:bhsa_jnr@birkhs.gdst.net)

# Welcome to Birkenhead High School Academy

I am delighted that you are considering a career opportunity at Birkenhead High School Academy.

We are unique on Wirral as a 3-19 girls state academy and are proud to be a thriving, all-through learning community, embracing core traditional values with a firm eye on the ever-changing future.

Our overall academy direction is encapsulated by our core values, which guide our staff and students alike:

- Be Respectful
- Be Forgiving
- Be Kind
- Learn without Limits

Joining us means becoming part of a fearless and forward-thinking community where you will empower every girl to learn without limits, developing into a resilient, confident, and kind individual, ready to embrace challenges and lead a life of fulfilment.

We foster a strong family community within the school and are also a proud member of the GDST wider family. Our employees benefit from being part of this extensive network, which shares the aims of pioneers and shapers of girls' education.

We maintain the highest standards in achievement, attendance, appearance, and conduct. Our high aspirations, culture, and ethos permeate both in and outside of the classroom, where our dedicated staff provide outstanding levels of support, both on the academic and pastoral front, and deliver an extensive enrichment programme.

If you are a dedicated professional who shares our commitment to excellence and our core values, I encourage you to explore the opportunities to join our community.



Elizabeth de Boorder  
Principal



... Learn without Limits ...

# The GDST

## Where girls learn without limits



The Girls' Day School Trust is the UK's leading family of 25 single sex girls' schools.

Birkenhead High School Academy is one of two academies within the GDS family, the other 23 are independent, fee-paying schools. All our schools are single sex schools – we pride ourselves on knowing how girls learn and providing the best environment for girls to grow. Every member of staff, regardless of their role, contributes to our success in providing an excellent education.

In all of our schools, academic excellence is a given, however at GDST we also concentrate on developing character beyond the curriculum. Our aim is to support and empower our girls to achieve their full potential.

We focus not only on what is learned but how it is learned. Ensuring our girls are confident and fearless, determined to show what they can do. Nothing holds our girls back – they're encouraged to embrace every role and subject. As a result, they trust their own abilities and are alive to every opportunity.

We concentrate on creating an environment where all can thrive and learn from one another. Physical and emotional wellbeing is paramount, which is why every GDST school provides an incredible array of extra-curricular activities and wellbeing programmes. GDST's celebration of diversity and commitment to inclusion is supported by insights gathered annually from our staff and student body.

Birkenhead High School Academy is proud to be part of the GDST and our students benefit from fantastic opportunities such as the annual Northern Trust Sporting Rally, GDST Learn, our own Young Enterprise programme; GDST Sing; a variety of leadership conferences and opportunities; competitions and much more. Furthermore, our staff collaborate with GDST teachers all around the country embarking on some excellent cross curricular research projects.

For staff, the GDST offers an extensive range of training and CPD as well as the opportunity to work and lead across all the schools.

At Birkenhead High School Academy, we work particularly closely with The Belvedere Academy, our sister academy in the GDST. As well as informal networking, our pastoral and Safeguarding teams and our Digital and Edtech leads collaborate across the schools to ensure that we are always ahead of the game. An annual joint staff inset day enables us to grow stronger together.

# Rewards and benefits

## Of working at Birkenhead High School Academy

Our staff are our greatest asset and staff wellbeing is one of our key priorities.

In addition to competitive rates of pay and benefits, we also offer:

- ✚ Generous holiday (14 days extra per year for teaching staff)
- ✚ Expert personal wellbeing support through the Employee Assist Programme (Health Assured)
- ✚ Access to impartial personal finance guidance and support
- ✚ Flu vaccination vouchers
- ✚ Eyesight test voucher
- ✚ Cycle to work scheme
- ✚ Retail discounts across a range of high street retailers through the Pluxee platform.
- ✚ Access to GCST Learn: hundreds of training courses, online and in-person.
- ✚ Opportunity to work/lead across academies and the wider GDST
- ✚ Email curfew 5pm – 7.30am and weekends (unless there are safeguarding/wellbeing concerns)
- ✚ Principal has an open-door policy
- ✚ Flexible approach to family appointments and child events
- ✚ Staff wellbeing events
- ✚ On-site, free parking



BIRKENHEAD  
HIGH SCHOOL ACADEMY

GDST  
GIRLS' DAY SCHOOL TRUST

# Assistant Catering Manager

## At Birkenhead High School Academy

Start date: ASAP  
Contract type: Permanent  
Hours: 31.25 per week - term time plus 5 inset days (36.2 weeks)  
Salary: Grade 3 Gross salary £25,989 /Actual salary £17,987 (36.2 working weeks) - pay rise pending April 2026.

This is an exceptional opportunity for an excellent assistant catering manager to join a beacon of excellence in girls' education and make a positive contribution to the aspirational vision of a thriving academy.

The successful candidate will be an enthusiastic and highly motivated individual eager to make a positive contribution to the aspirational vision for this thriving academy.

They will be a dynamic and innovative practitioner who is passionate about their subject and the impact it can have on a young person's development and all-round education.

They will also be someone who values working as part of a team ensuring the highest possible standards of achievement and attainment.

BHSA is an all through 3-19 years girls' academy sponsored by the Girls' Day School Trust, and is, and will continue to be, a highly successful centre of education where every student matters, where expectations of all members of our community are high and where personal achievement and fulfilment are valued and sought after.

BHSA promises the highest level of academic provision alongside an extensive programme of enrichment activities, and all within a friendly and supportive family environment.

BHSA places a high value on CPD and supports all staff in accessing top quality training.

For full details and an application pack please visit: [www.birkenheadhigh.gdst.net](http://www.birkenheadhigh.gdst.net)

Completed applications can be emailed directly to: [applications@birkhs.gdst.net](mailto:applications@birkhs.gdst.net)

Should you require any further information please contact the School Office on: 0151 652 5777.

Closing date for applications: Thursday 30<sup>th</sup> April 2026 at 9:00am

Interviews will be held on: Tuesday 5<sup>th</sup> May 2026

References for shortlisted candidates will be requested prior to interview.

If you have not heard from us by Friday 1<sup>st</sup> May 2026 you should assume you have not been shortlisted for interview on this occasion.

*We are committed to the safeguarding of children and child protection; Enhanced DBS screening and online searches apply to this post.*

# Job Description

## Assistant Catering Manager

The following items are included in the professional duties which an Assistant Catering Manager may be required to perform under the reasonable direction of the Catering Manager.

<p>Management of resources</p>	<ul style="list-style-type: none"> <li>• Preparation, cooking and service of meals and refreshments, ensuring that excellent quality and value for money is consistently provided, portion control is observed and that all food is stored, handled, prepared, processed, cooked and served in accordance with the highest standards of food hygiene at all times.</li> <li>• Implement stock control and purchasing procedures to maintain correct storage and stock levels.</li> <li>• Ensure that kitchen equipment is kept clean, operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance.</li> </ul>
<p>Leadership and management</p>	<ul style="list-style-type: none"> <li>• Take personal pride in ensuring that the quality and smooth running of the catering service contribute to a positive image of the school and encourage and direct others as appropriate to do so.</li> <li>• Assist with duty rotas and daily routines to ensure that the catering service is provided consistently, and in accordance with agreed specifications.</li> </ul>
<p>Health and Safety</p>	<ul style="list-style-type: none"> <li>• Follow safe working practices and understand the importance of complying with them.</li> <li>• Ensure that food hygiene requirements are adhered to at all times.</li> <li>• Assist in producing menus to provide for healthy eating and to meet recommended nutritional requirements and make provision for special dietary requirements as relevant.</li> </ul>
<p>Communication and marketing</p>	<ul style="list-style-type: none"> <li>• Build effective relationships and provide a courteous, friendly service to all customers both internal and external.</li> <li>• Ensure all products are displayed and served to the customer in an attractive manner.</li> <li>• Support school functions as required, by providing well-presented, quality refreshments which reflect a positive image of the school.</li> <li>• Assist in promoting the catering service within the school and initiate and implement new ideas to maintain a thriving catering service and increase usage.</li> </ul>

Training and development	<ul style="list-style-type: none"> <li>• Regularly review own practice and take responsibility for updating own skills and knowledge.</li> </ul>
General Requirements	<p>All school staff are expected to</p> <ul style="list-style-type: none"> <li>• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>• Contribute to the school's programme of extra-curricular activities.</li> <li>• Support and contribute to the school's responsibility for safeguarding students.</li> <li>• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>• Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>• Engage actively in the performance review process.</li> <li>• Adhere to academy policies</li> <li>• Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

# Person Specification

## Assistant Catering Manager

### Skills Required

Cooking skills	Essential
Excellent interpersonal skills, particularly the ability to relate to colleagues, young people, parents	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records, send and receive messages/working knowledge of email	Essential

### Knowledge Base

Knowledge of relevant health and safety requirements, in particular food hygiene	Essential
Knowledge of menu planning and costing, nutrition and healthy eating	Desirable
Understanding of child protection issues	Desirable

### Qualifications/attainment

Catering qualification NVQ level 2/City & Guilds	Essential
Food Hygiene Certificate	Essential

### Experience

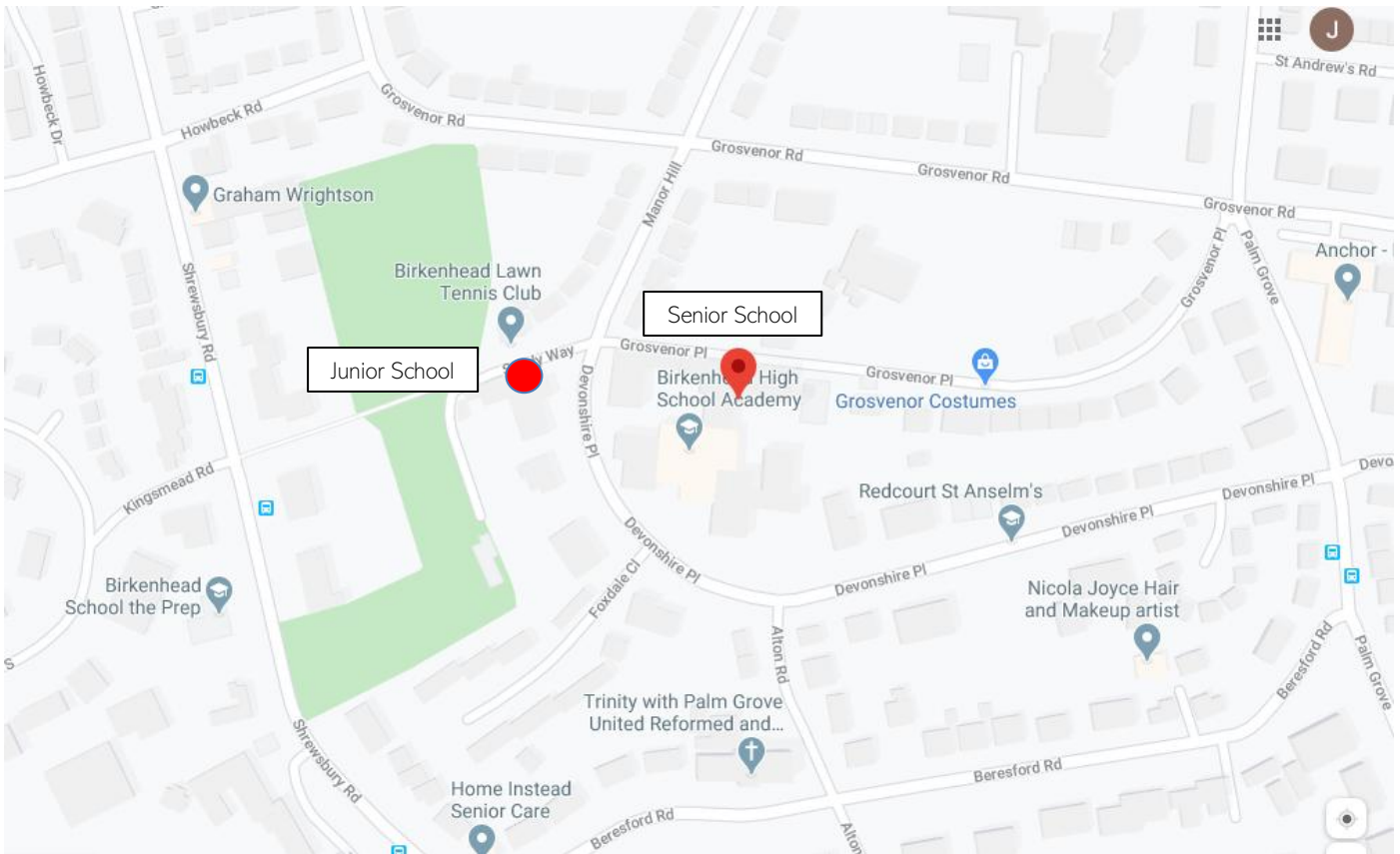
Substantial experience of large scale catering, preferably in an education context	Essential
--	-----------

### Attitude/approach

Honesty and integrity	Essential
Professional and approachable attitude	Essential
Self-motivated with a positive 'can do' approach to work	Essential
Reliable	Essential
Well presented	Essential
Flexible over working hours according to the needs of the school	Essential
An enjoyment of working with and being in the company an of children	Essential

# How to find us

## Birkenhead High School Academy



Birkenhead High School Academy

86 Devonshire Place, Prenton, Merseyside CH43 1TY

Phone: 0151 652 5777

Email: [bhsa@birkhs.gdst.net](mailto:bhsa@birkhs.gdst.net)

Website: [www.birkenheadhigh.gdst.net](http://www.birkenheadhigh.gdst.net)