BIRKENHEAD
HIGH SCHOOL ACADEMY

GDST
GIRLS' DAY SCHOOL TRUST

Junior School | Senior School | Sixth Form



Application Pack

Catering Assistant

23 hours - 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
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Head of Junior School: Mrs Maryanne Ramsbottom
Junior School Office Phone: 0151 652 1740
Junior School Office Email: 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



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 GDST 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

Catering Assistant
(Senior School)
At Birkenhead High School Academy

BIRKENHEAD HIGH SCHOOL ACADEMY
GDST

Start date: 4th January 2027
Contract type: Term Time (35.2 weeks) plus 5 INSET days
Hours: 23 hours per week – Monday/Tuesday/Thursday/Friday, 8.30am-2.30pm.
Salary: £12,826 (Real Living Wage £13.45/hour- pay increase pending) Paid over 12 months

Generous Pension Scheme

This is an exceptional opportunity for an excellent Catering Assistant 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 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.

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

Applications to be emailed to: applications@birkhs.gdst.net

Closing date for applications: Monday 23rd November 9am
Interviews will be held on: Thursday 26th November

References for shortlisted candidates will be requested prior to interview.

If you have not heard from us by Wednesday 25th November 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.

BIRKENHEAD HIGH SCHOOL ACADEMY

Job Description

Catering Assistant

Job Purpose	To help deliver the School's aims and objectives by assisting in the preparation and serving of attractive, healthy, varied meals for students, staff and visitors.
Accountable to:	Catering Manager
Accountabilities	• Assist Chefs/Cooks in food preparation and other related duties. • Undertake service of the correct portions of food and beverages at the designated times to staff, pupils and visitors in a professional, polite and efficient manner. • Assist with service at Academy functions and events. • Wash up crockery, cutlery and cooking utensils, ensuring a high degree of cleanliness is maintained. • Undertake daily and periodic cleaning of catering areas and equipment, ensuring accurate records are maintained where necessary. • During Academy Inset days, undertake more thorough cleaning of all catering areas as directed by the Catering Manager. • Assist with the unloading and movement of goods and stores. • Report defects, maintenance requirements, damage or other concerns immediately to the Catering Manager to ensure that they can be dealt with promptly. • Update catering skills and knowledge through appropriate in-service and external training as required. Adhere to safe working practices and ensure that instructions given by the Catering Manager, manufacturers, suppliers etc are adhered to.
General requirements	All school staff are expected to: • Work towards and support the school vision and the current school objectives outlined in the Academy Development Plan • Support and contribute to the school's responsibility for safeguarding students • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors • Work within the GDST/ATB's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues • Engage actively in the performance review process, and training and development opportunities available • Adhere to policies as set out in the GDST Council Regulations, staff intranet and GDST circulars Undertake other reasonable duties related to the job purpose required from time to time
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification

Catering Assistant

BIRKENHEAD HIGH SCHOOL ACADEMY

GDST GIRLS' DAY SCHOOL TRUST

Skills Required

Ability to work effectively both in a team and on own initiative	Essential
Ability to understand oral and written instructions	Essential
Basic food handling skills	Essential

Knowledge Base

Understanding of health and safety requirements	Desirable
Understanding of safeguarding and child protection issues	Desirable

Qualifications/Attainment

Food Hygiene Certificate	Desirable
Catering Qualification	Desirable

Experience

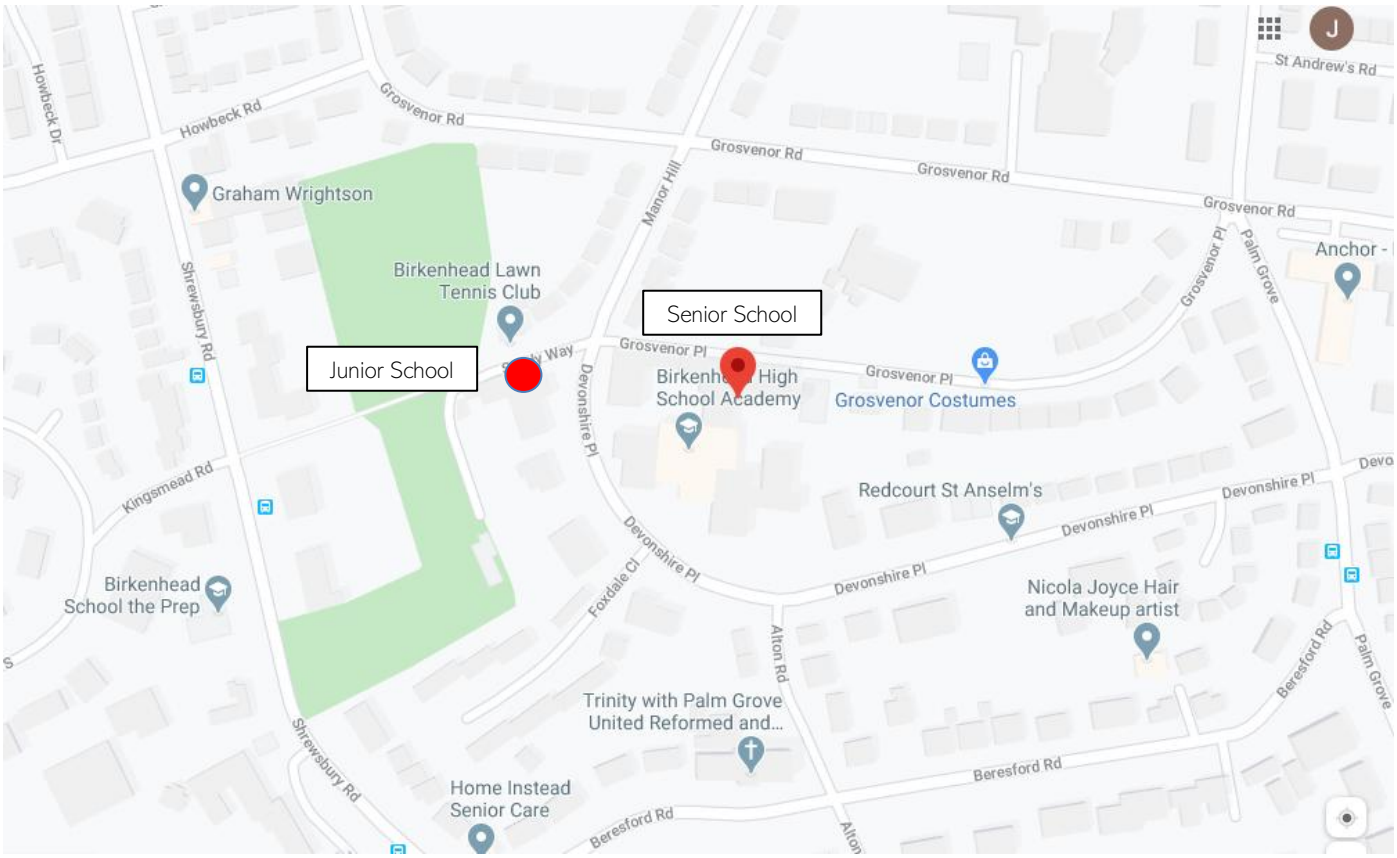
Experience of food preparation in a commercial/education environment	Desirable
Experience of baking cakes/cookies/biscuits	Desirable

Attitude/approach

Honesty and integrity	Essential
Reliable and punctual	Essential
Well-presented	Essential
An enjoyment of working with and being in the company of children	Essential

How to find us

Birkenhead High School Academy



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