



KING EDWARD'S SCHOOL
BIRMINGHAM



KING EDWARD VI
HIGH SCHOOL FOR GIRLS

General Catering Assistants

Salary (actual): £11,194 per annum (Grade 3S)
Location: Edgbaston, Birmingham
Type of position: Term time plus 5 days during holiday periods
Hours: 21.25 hours per week, 10.00am – 2.30pm Monday to Friday with a 15-minute unpaid break
Start Date: 5th January 2026 (or as soon as possible after)

The Schools

King Edward's School and King Edward VI High School for Girls are two of the best independent day schools in the country, sharing a leafy campus in Edgbaston, next to the University of Birmingham. Both schools are part of the King Edward VI Foundation and have high academic standards and a rich and varied extra-curricular programme. The site has good transport connections by rail and bus as well as on-site parking for staff.

The Catering Department

The busy catering department, employing 30 staff, operates out of a central kitchen with two dining facilities located in the centre of the campus. The most significant part of the daily routine is the provision of lunch for pupils and staff at both schools. School lunch is compulsory for pupils in both schools in the first year and optional thereafter. Pupils opt in or out on a termly basis and take up is approximately 70% and rising with the total pupil numbers each day totalling around 1,300 lunches split between morning break and lunchtime. The kitchen also provides lunch for all permanent staff and their guests during term time.

The kitchen also provides catering for a wide range of ad hoc events, from providing tea to parents at matches and parent's evenings, canapés for Speech Days and Awards Evenings, to three course fine dining meals for donor and alumni events. The range and pace of activity is significant, however it is currently limited to term time and the kitchens are closed during the school holidays. Staff turnover is extremely low for the industry and the catering function is financially sound.

The team is also responsible for running two satellite kitchens in the Sixth Form Common Rooms of the schools.

The Role

General Assistants' responsibilities include washing up, general kitchen duties, food preparation and serving food to pupils and staff as well as providing support to the team of Chefs as required. This may include working in one of the Sixth Form cafes.

A current food hygiene certificate is essential – this can be completed in school following appointment if not already held. A flexible attitude to occasional evening and weekend overtime is required.

Experience of working in a school or similar environment would be desirable. Training and uniform will be provided.

Person specification

This important post requires an experienced caterer with a detailed understanding of the working of a large kitchen and a proven track record of excellent customer service. The ideal candidate will be expected to show evidence of many of the following skills and qualities and this list describes the criteria that will be used in the selection process.

Experience	Essential	Desirable
Experience of working within a busy catering outlet of similar size.	Y	
Experience of working with religious, lifestyle and medical dietary requirements.	Y	
Understanding of safeguarding and promoting the welfare of children and young people	Y	
Experience of catering in an education environment.		Y
Skills and attributes	Essential	Desirable
Performs well under pressure.	Y	
Excellent time keeping.	Y	
Ability to work individually & use one's own initiative.	Y	
Flexible with working hours, support with evening & weekend events.	Y	
Excellent command of the English language, and strong oral and written communication skills.	Y	
Training	Essential	Desirable
Up to date qualifications, training and knowledge of relevant legislation and guidance affecting the food industry		Y

How to apply

Please send completed applications addressed to Jenny Butterworth (Bursar - Operations) by email to kesrecruitment@keschools.org.uk

Applications should comprise the following of a covering letter and completed application form (available for download from www.kes.org.uk/vacancies)

If you have any queries about this role, or would like to discuss it in more detail, please email Louise Williams, Catering Manager l.williams@keschools.org.uk

The deadline for applications is **9.00am on Monday 8th December 2025**, however applications will be reviewed on and so early applications are encouraged. We reserve the right to bring forward the closing date if sufficient applications have been received. Interview date if application is successful Thursday 11th December 2025

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education 2025. Successful candidates will be required to undergo an enhanced DBS check and

other pre-employment checks. A copy of the Schools' Recruitment, Selection and Disclosure Policies are available on the website www.kes.org.uk and www.kehs.org.uk.