



CASTLE COURT SCHOOL

Assistant Chef

Dear Candidate,

When people ask me what makes Castle Court so special, my answer is always the same. It is the people – the Castle Court family. Castle Court is a very special place; we are a close-knit community where everybody is known and valued as an individual. When people first walk into Castle Court, they are struck by the genuine warmth of everyone they meet, but also by their passion and energy. Our 7Cs values of being compassionate, curious, creative, courteous, courageous, committed and collaborative are lived out week in and week out by both our staff and pupils.

Our emphasis is on the whole child and developing future leaders. We want our pupils to use all that they learn at Castle Court to make a positive difference in the world, for the good of all. We are a Christian School, and this permeates all aspects of school life and our interactions with one another. We are also a leading PSB school (Pre-Senior Baccalaureate) nationally and a member of the Learning Skills Trust. We are therefore naturally forward thinking in our approach to education and want to ensure that our pupils are equipped with the knowledge, skills and character they need to be successful and make a difference in an ever-changing, global world.

Our school is set in 55 acres of rolling Dorset countryside, and we are 15 minutes from the coast. We actively promote outdoor learning as we believe that our pupils should be inspired not only by those who teach them but also by the world in which they live. We are also passionate about unlocking each child's potential by developing their passions and strengths. We are therefore committed to providing an extensive co-curricular programme which inspires and challenges our pupils, develops character and leadership whilst also being lots of fun!

It is an exciting time to be joining our school: we have completed the building of an outdoor classroom adjoining our 10 acres of woods as we continue to invest in our beautiful rural site. We are also embedding a new Character and Values Education (CAVE) programme, which focuses on the themes of self-care, people-care and earth-care. This enhances our curriculum by providing a broader range of co-curricular opportunities to develop key life skills, community action, outdoor learning and pupil leadership.

At Castle Court, we believe that childhood should be cherished and be a time of great joy and growth. I want all the children at Castle Court to look back at their time at the school and say it was the best of times, but also that it helped make them the person they are today. I hope this brochure gives you a good insight into life at Castle Court and inspires you to apply for this position and become part of the Castle Court family.

K Johnson

Mrs Katie Johnson
Head

Welcome from the Head



POSITION DETAILS:

We are looking for an enthusiastic and hands-on **Assistant Chef** to be part of our lovely kitchen team, in particular supporting the Catering Manager in her daily tasks.

The position is available from **November 2026**. It is **offered on a permanent basis** and is **part-time** (8am-3pm every day during term time, plus 4 INSET days).

This **total earnings** for this role based on the hours above are £18,958.73

This Opportunity



Job Description

A LITTLE MORE ABOUT THE ASSISTANT CHEF ROLE:

The Key Responsibilities are as follows:

- Assist the Catering Manager in the preparation of the school's main meals, including desserts and side dishes, as well as snacks, match teas and catering for special events as needed.
- Contribute to menu planning, including themed and seasonal options.
- Ensure that recipes and portion control guidance is followed to maintain consistency and minimise waste.
- Cater for pupils and staff with allergies and special dietary requirements (including but not limited to vegetarian, halal, gluten-free, and dairy-free).
- Ensure that all food is prepared in accordance with food hygiene, health and safety regulations, allergy legislation, and school policies.
- Assist in the recording of stock levels and report shortages promptly to the Catering Manager.
- Support the wider catering team during busy service periods, including front-of-house service, washing up, and general kitchen duties as required.
- Help to maintain a clean, safe, and organised kitchen environment at all times.
- Promote a positive, professional, and collaborative working atmosphere within the catering team.
- Uphold the values of the school and provide a friendly, service-focused attitude to pupils and staff.
- Support pupils in making healthy food choices and contribute to the school's ethos of nutrition and wellbeing.

Notwithstanding all the above, the nature of the Prep School environment will require a far-ranging involvement, and the above job description should not be taken as exhaustive.



Person Specification

ESSENTIAL QUALITIES AND CHARACTERISTICS:

We are seeking to appoint an Assistant Chef who...

- Has proven experience in a similar role within a school or other professional kitchen.
- Has excellent knowledge of food preparation techniques.
- Has an Understanding of child nutrition and an ability to cater for varied dietary needs.
- Has strong organisational skills and the ability to work efficiently under pressure.
- Has excellent food hygiene and safety knowledge (minimum Level 2 Food Hygiene Certificate).
- Has a positive, flexible, and a team-oriented approach.

DESIRABLE QUALITIES:

- A relevant qualification in Catering, such as an NQV in food preparation.
- Recent First Aid, Allergen Awareness and Health and Safety training.
- Experience of working in an educational setting.
- It would be an advantage to have skills in baking, particularly pastry and desserts.





About Us

Castle Court is a day Prep School located in the heart of Dorset; we seek to appoint staff who will be keen to be involved in the full breadth of school life and supportive of the school's Christian foundation. Castle Court was founded in Parkstone, Poole, in 1948 as a day school for boys; in 1968 it moved to its present site in beautiful grounds on the north edge of Corfe Mullen. In the 1970s we became co-educational and have steadily grown in size: today we have around 280 pupils, aged from 2 to 13.

Our setting is idyllic: 55 acres of magnificent playing-fields, playgrounds, gardens and woods; a school with stunning facilities, set in rural surroundings, yet easily reached from Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck. We have an excellent academic record and other strengths across the board: in Sport, Music, Art, Drama, Design Technology, and in Outdoor Learning. Please see [our website](#) for evidence!

For administrative purposes it is divided into the Nursery (Badger Cubs and Badgers), Pre-Prep (Reception to Year 2) and Prep School (Years 3 to 8).

The Leadership Team comprises the Head, Deputy Head, Head of Marketing and Admissions, Assistant Head – Pastoral, the Director of Teaching and Learning, the Director of Operations and the Director of Finance. The Management Team consists of Section Leaders, SENDCO, Core Subject Heads of Department, Director of Sport, Director of Music and Head of ICT. The Section Leaders look after the sections as follows: Nursery and Pre-Prep, Years 3-6 and Years 7 & 8.

Our aims are:

- That the child's learning and well-being are at the heart of all that we do.
 - That the educational experience is knowledge-rich, rigorous and well-balanced, and academic expectations are continually exceeded.
 - That each child is nurtured through outstanding pastoral care so that they can flourish inside and outside of the classroom.
 - That each child is provided with a strong foundation and compass for life - prepared with the skills needed for future success in a global world.
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How to Apply

APPLICATION

If you wish to apply, please complete the application form available on our website and send it to Katie Johnson, Head, via email to hmsec@castlecourt.com

Candidates are asked not to send CVs.

Please be aware that references and relevant safeguarding checks will be taken up ahead of interviews if you are shortlisted. We will also conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the search and will only share information if or when findings are relevant or of concern.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward.

Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

CLOSING DATE: Monday 19 October at 9am. We would encourage early application where possible.

INTERVIEW DATE: This will likely be in the week beginning 19 October.

Please note that shortlisted candidates will be given a tour of the school as part of the interview process. We are unable to provide pre-interview tours.

For more information about the school, please visit our website: www.castlecourt.com



CASTLE COURT
SCHOOL