



St Edward's

CHELTHENHAM

NURTURE

INSPIRE

SUCCEED

St Edward's School is an exceptional independent day school for children aged 11 to 18 years old in Cheltenham.

With an individualised approach to learning, strong academic results, outstanding facilities, and a wide and varied extra-curricular programme, our school delivers a perfectly balanced education, tailored to every child.



Learning



Exploring



Discovering

Assistant Chef

St Edward's School is seeking an enthusiastic and reliable **Assistant Chef** to join our catering team. This is a **term-time role**, typically Monday to Friday during the day, with occasional evening functions.

In this role, you will work with fresh ingredients to prepare and cook **nutritious meals for staff and students**, maintaining the highest standards of cleanliness, organisation, and food safety. Knowledge of the **14 allergens** is essential, and experience or willingness to learn **HACCP and due diligence procedures** is highly desirable.

You will work closely with the **Chef Manager**, helping to plan meals around a 3-week cycle, supervising the team, ensuring stock levels are correct, assisting with deliveries, and keeping the kitchen running smoothly.

This position is ideal for someone **just starting in catering** or seeking a **work-life balance** while gaining valuable experience in a supportive school environment.



Main Responsibilities

- Prepare and cook meals using fresh ingredients, following menus planned around a 3-week cycle.
- Work closely with the Chef Manager to plan meals, monitor stock levels, and manage deliveries.
- Maintain the highest standards of hygiene, cleanliness and organisation in the kitchen.
- Ensure compliance with food safety regulations, including HACCP and due diligence procedures.
- Have thorough knowledge of the 14 allergens and ensure all food is prepared safely.
- Supervise and support the kitchen team as required, maintaining a smooth-running kitchen.
- Assist with inventory management, ordering, and stock rotation.
- Help with evening functions and special events when required.

Safeguarding and Compliance

- Follow all school and kitchen health and safety policies.
- Comply with all food safety and hygiene regulations.
- Promote a safe and clean working environment for all staff and students.

Person Specification

Essential:

- Some experience in a catering role or a keen interest in starting a catering career.
- Knowledge of the 14 allergens and safe food handling practices.
- Strong organisational skills and attention to detail.
- Ability to work as part of a team.
- Flexibility to work term-time hours with occasional evenings.

Desirable:

- Knowledge of HACCP and due diligence procedures.
- Experience in a school or similar catering environment.
- Interest in developing skills and progressing in a catering career.

Personal Attributes

- Enthusiastic and proactive approach.
- Reliable and punctual.
- Friendly and professional manner.
- Commitment to delivering high-quality meals and service.

Terms and Conditions

Salary is £26-28,000 per annum, inclusive of holiday pay.

This is a term-time only position of 34 weeks a year.

The employment is subject to a probationary period of twelve months. During the probationary period, two weeks' notice will be required on either side. Following probation, the notice period shall be one month or the statutory minimum requirement.

Application process

To apply, please forward a completed application form, together with covering letter, electronically, to: **hr@stedwards.co.uk**

Closing date for applications is: **10am on 27 February 2026**

St Edward's is committed to safeguarding and promoting the welfare of children and young adults, and expects all staff and volunteers to share this commitment.