



Fettes College

Catering Assistant (Fixed Term/Maternity Cover)



The Role

An opportunity has arisen for a Catering Assistant to join our amazing Catering Department. Catering Assistants support the wider Catering team in providing and serving meals for students and staff during term time, and for the Fettes College Language School students and staff during the summer. Reporting to the Assistant Catering Manager, and Catering Supervisors, Catering Assistants work 5 days out of 7 and should be available to support functions and events within the College as required.

Key Aspects of the Job

- Organising and controlling food service points.
- Assisting with the provision of quality meals and beverages at the school's required times, supporting portion control as directed.
- Providing excellent levels of customer service.
- Basic preparation of food and beverages including vegetables and snacks using appropriate equipment, and as directed by senior chefs.
- Carrying out general kitchen and dining room duties including cleaning of equipment and utensils, and washing up of cutlery, glass, plates, etc. clearing away equipment including tables and chairs.
- Cleaning kitchens, dining room and surrounding areas including large and small equipment, all work surfaces, furniture, floors and walls.
- Setting out of dining tables, chairs and serving points.
- Setting of tables, laying out of cutlery, coffee pots, water jugs etc, for events taking place throughout the school.
- Complying with food hygiene and health and safety regulations and procedures.
- Providing for and assisting with functions as required.
- Any other reasonable duties as required in the provision of Catering Services.

The duties and responsibilities are intended to give a broad indication of the variety of tasks a Catering Assistant may be asked to undertake; however, it is not an exhaustive list of activities, and staff may be asked to carry out other duties as required. All staff are expected to accept a reasonable amount of overtime if requested from time to time.

Person Specification

- Have a passion for providing excellent customer service.
- Excellent time keeping and time management skills.
- Be familiar with Health and Safety requirements within a catering environment.
- Be a competent multi-tasker, who can work under pressure, and as part of a happy and committed catering team.
- Ideally, have a strong background in a similar high volume/high quality catering establishment.
- An Elementary Food Hygiene qualification would be preferable. Experience of allergen legislation and knowledge of special diets would be useful.

Benefits

In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time
- Time off over Christmas and New Year (2 weeks of annual leave) as the school is closed at this time.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving several routes across the city and to rail stations
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool
- Free lunchtime meals during term time, and at other times when catering is provided, and you are on duty.
- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes College Pension Plan after 3 months' service. This scheme is a money purchase one, operating as a salary exchange plan. The College will contribute to the scheme a minimum of 8%, and you will contribute a minimum of 2%. Fettes operate a contribution matching scheme up to 12% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our 4me benefits portal.

Hours of work

The salary for this role is £12.71 per hour, with hours of work being 35 hours per week (varied start and finish between 6.30am and 9.30pm), 5 days out of 7 to cover weekends. The hours worked above contractual hours will be paid at 1.5 of a normal hourly rate.

Application Process

The closing date for applications for this role is **Friday 6th March 2026**. Interviews will take place week commencing **Monday 9th March 2026**. To apply please go to our website and follow the link for this vacancy: www.fettes.com.

If you would like further information prior to applying for this role, please contact John Hutchison, Catering Manager via J.G.Hutchison@fettes.com or Michelle Nimmo, Assistant Catering Manager via M.Nimmo@fettes.com.

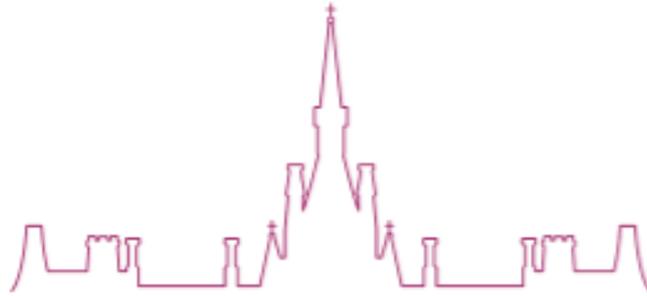
An offer of employment will be subject to two satisfactory references and a clean report obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Anushka Chakravarty (Deputy Head (Academic)) at A.Chakravarty@fettes.com.



About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with our Prep School from age 5-13, with a Pre-Prep for 5-7 and a Prep School from 7+. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, made up of just under 700 students and over 300 dedicated staff.



Fettes Moving Forward

Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)

