CONCORD
COLLEGE

Dining Room Assistant (on rota)

Application Pack

Contract: Full Time/Permanent
Start date: ASAP
Closing date: midday on Monday 9 November 2026

Early applications are advised as Concord College reserves the right to appoint at any stage during the application process.

Welcome from the Principal

Thank you very much for your interest in coming to work with us at Concord: it is a real pleasure to be able to tell you more about this very special place. Concord students love to learn and are ambitious for their futures. Here they are able to pursue their dreams in a safe, calm and supportive place where ideas can be shared and where inquisitiveness and independence of thought are celebrated. Our students' hard work is rewarded with outstanding examination results, and Concordians go on from here equipped to thrive at the best universities in the UK and around the world.

Concordians live and learn in a diverse, vibrant and truly international community supported by outstanding academic and pastoral staff. They have daily opportunities through our extensive co-curricular, sporting, arts, social and cultural programmes to develop hugely important skills in communication, teamwork and social responsibility. The result of this is that Concordians are overwhelmingly confident, empathetic, respectful and tolerant. Most importantly of all, it means they are happy: you will find many smiling faces here.

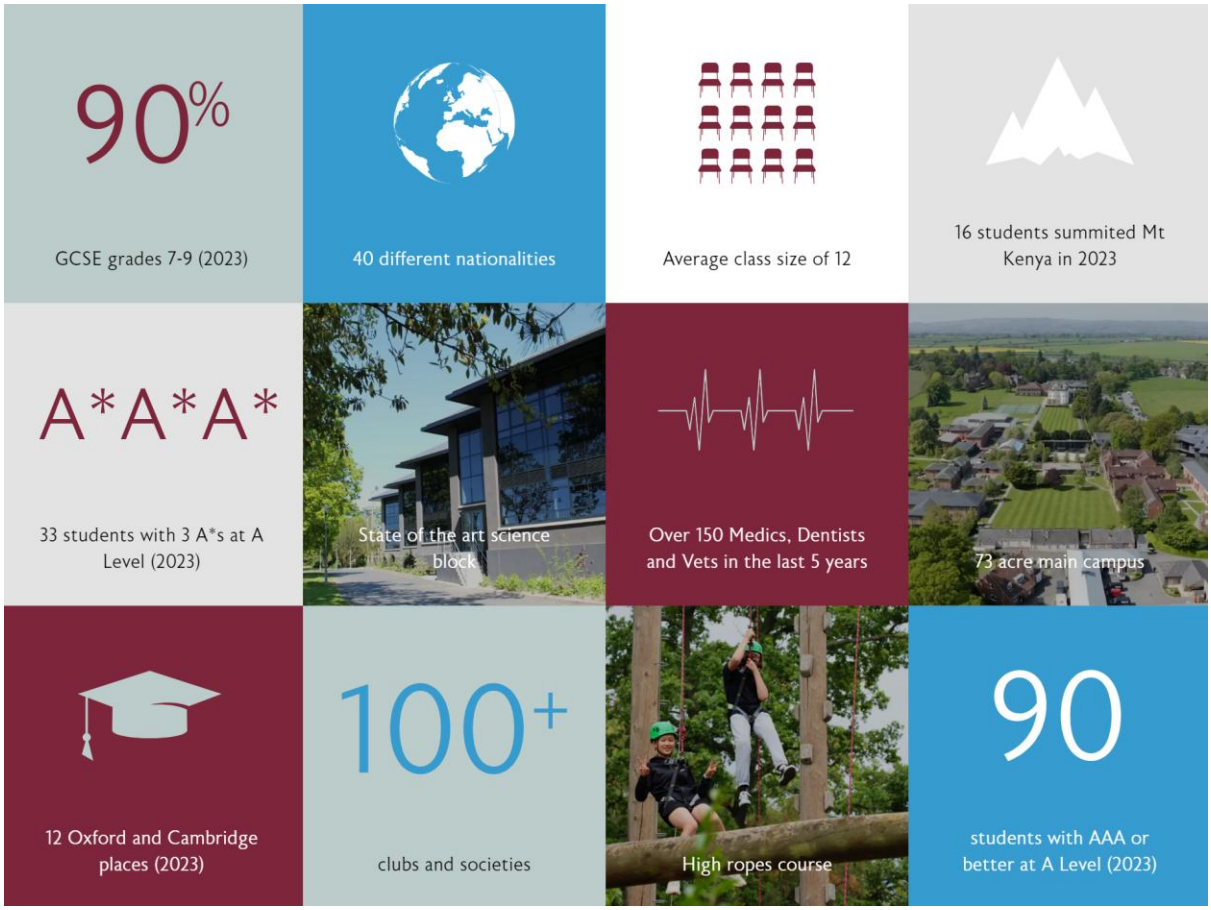
Our highly talented body of staff work extremely hard to help students get the very best outcomes. They thrive here too and enjoy the challenge of working in such a vibrant and purposeful environment. It's truly exciting: I do hope that you want to find out more.

Dr Michael Truss *MPhys Hons. (Oxon.) FRAS*
Principal of Concord College

Introduction to Concord College

Concord College is a highly academic independent international school in England for boarding and day students. We welcome students from all over the world and the local area into our vibrant and varied community, which shares a culture of excellence and joyful learning infused throughout with our core values of kindness, rigour and creativity. Girls and boys between the ages of 13 and 18 enjoy fabulous facilities on our safe and beautiful 80-acre campus set in the heart of the English countryside. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We take care to nurture the individuality of our students to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of our community.

Concord was founded in 1949 by Paul Oertel and Monica Carr-Taylor in Sussex as a response to the hatred and bitterness of war by using language teaching and personal warmth to break down barriers and misunderstandings between peoples. The College grew quickly, moving first to larger premises at Tunbridge Wells and then, in 1973, to its present site in Acton Burnell. In 1969, upon the retirement of the founder principals, the College was bought by Frank Bell who had founded the Bell School of Languages a number of years earlier. In 1977 Concord accepted girls for the first time. The College became a charitable trust in 1983 and has expanded rapidly since. Now with about 510 students (and an almost perfect 50:50 girl:boy ratio), Concord boasts enviable facilities and utterly outstanding outcomes for its students.



".. for bright sparks with drive and determination, there's nowhere quite like it"

– Good Schools Guide

"Those who want to learn with a global outlook and an international community will be in heaven here."

- Muddy Stilettos

About the role

We have an exciting opportunity for a Dining Room Assistant (on rota) to work at our prestigious College. Concord College prides itself on its high standard of catering and hygiene, we are producing in excess of 1,000 meals a day over breakfast, lunch and evening dinner, 7 days a week, for our onsite College restaurant, as well as some hospitality across the site.

The role of Dining Room Assistant (on rota) is integral to our catering team and the success of the Concord College catering department. Reporting to the Dining & Manager, the postholder will perform whatever duties are necessary to provide an efficient and reliable service and maintain high standards of cleanliness in the servery and dining rooms. Dining Room Assistants are supporting by the Dining Room Team Leader and may also receive instruction from the Executive Chef Manager and Assistant Head Chefs regarding servery duties.

Main duties and responsibilities

The key areas of responsibility for this role are:

- safe handling of both cooked and uncooked foodstuffs;
- serving dishes as specified by Chefs;
- undertaking wash-up duties, operating the dish washing machine;
- undertaking safe use of machinery and equipment and cleaning/maintenance of same;
- cleaning of hot plates and fridges;
- general cleaning, including vacuuming and polishing;
- carrying out tasks in compliance with Food Hygiene Regulations and Health and Safety regulations;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns;
- any other task as directed by the Dining & Events Manager/Chefs.

General and College Responsibilities

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the College in relation to the postholder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

You should be willing to assist in other areas of work within the College which are within your skills and capabilities, as reasonably requested by your line manager.

Person Specification

In order to meet the high standards expected of staff at Concord College, we seek to employ a person with the following qualities, experience, skills and abilities:

Education & Qualifications

- general secondary education or equivalent
- well developed understanding of the English language
- GCSE Maths and English
- a food hygiene and/or Health & Safety qualification would be desirable

Experience & Knowledge

- excellent commendation skills, both written and verbal
- good working knowledge of health and safety law and practices
- good interpersonal skills
- the ability to work collaboratively and professionally with a wide range of people
- ability to prioritise workload and work effectively under pressure to tight deadlines
- High degree of common sense, adaptability and resourcefulness
- numeric and computer skills
- experience of working in a boarding school would be desirable
- that ability to follow instructions and carry out tasks with care and attention

Personal attributes, skills and values

- honesty and integrity
- tact and diplomacy
- reliability
- drive and energy
- ability to deal in an appropriate manner with students and staff
- flexibility in outlook in order to respond to the College's needs
- generosity of spirit – the role is likely to require hard work and a professional attitude to the commitment required in a boarding school
- willingness to take on further training to assist with other roles as required / needed by the College
- self-motivated and enthusiastic
- good organisation and interpersonal skills
- ability to work as part of a team
- ability to motivate and enthuse others
- a clean driving licence
- smart appearance

Special conditions

- hair to be neat and tidy; tied back if long and hairnet to be worn if instructed by Dining & Events Manager or Chefs;
- no nail varnish to be worn; hands and nails to be clean;
- protective uniform to be work (as supplied by the College);
- no jewellery to be worn other than single studs or sleepers in pierced ears;
- professional conduct is required when serving behind the servery at all times;
- maintain a respectful attitude to all senior staff and colleagues.

You will be provided with all the relevant statutory training required for you to carry out your role safely and to the required standard.

Terms of appointment

Remuneration and benefits
£13.64 per hour

Concord College employees are entitled to a complimentary meal (when the kitchen is in operation), participation in a defined contribution pension scheme with employer contribution, an employee assistance programme, life assurance cover, a cash health plan, free parking, income protection and reduced school fees (subject to your child being awarded a place at Concord College).

Holidays
Annual holiday entitlement will be 5.6 working weeks per annum, including public holidays. Due to the nature of the business, some public holidays are classed as normal working days.

Hours of work
35 hours per week. Shifts worked on a rota basis as follows:

Monday to Friday		
Breakfast	7am to 2.45pm	excludes 1 x 15 mins morning break and 30 mins lunchbreak (7 hours)
Full day	8.30am to 4.30pm	excludes 2 x 15 mins breaks and 30 mins lunchbreak (7 hours)
Late	11.30am to 7.30pm	excludes 2 x 15 mins breaks and 30 mins lunchbreak (7 hours)
Weekends - split shifts (working one in six)		
Saturday	9am to 2pm 5pm to 7pm	excludes 30 mins lunchbreak (6.5 hours)
Sunday	9am to 2pm 5.00pm to 7.30pm	(7.5 hours)

A degree of flexibility is required to provide cover during times of staff shortages/functions etc. and you may occasionally be required to work additional hours over and above your normal weekly hours, when authorised and as necessary to meet the needs of the College.

Safeguarding and child protection
Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service. The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children.

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the College's Safeguarding Policy.

Health and Safety

In accordance with the Health and Safety at Work Act etc. 1974 and associated legislation, all employees must comply with and assist the College in the implementation of its Health and Safety Policy. Employees must also adhere to any requirements arising from, or relating to, and relevant risk assessments. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Concord College is an equal opportunities employer. Employees must comply with the College's Equal Opportunities Policy and equality, diversity and inclusion practices in force and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Concord College are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the College's positive ethos and culture and must act in accordance with the College's Staff Code of Conduct.

Data Protection

All employees must comply with the College's Data Protection Policy and must carry out their duties in a manner which is consistent with this policy ad data protection legislation generally.

How to apply

Please complete an application form which can be obtained from our HR Department at recruitment@concordcollege.org.uk or call +44 1694 731631.

Application forms are also available on our website: https://concordcollegeuk.com/about-us/working-at-concord/

Please note CVs will only be accepted if submitted with a fully completed and detailed application form.

The closing date for applications is midday on Monday 9 November 2026.

Interviews will take approximately one hour and will be held at the College. As part of the process you will attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of your on-line social media presence may also be conducted as part of our due diligence checks.

There is no need to visit Concord College before applying as our website provides plenty of information, including key policies.

All applications will be acknowledged.

This post is exempt from the Rehabilitation of Offenders Act 1974. Our policy in relation to the recruitment of ex-offenders can be found on the College website.

Concord College, Acton Burnell, Shrewsbury SY5 7PF

www.concordcollegeuk.com

Registered charity number 326279