



# WOODBROOK VALE SCHOOL

HEADTEACHER: Rachael Fraser MA, BA (Hons) NPQH  
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November 2025

Dear colleague

## Catering Assistant

Thank you very much for expressing an interest in the above post.

This post provides an exciting opportunity to contribute to the success of students at Woodbrook Vale School. You would be joining a well-established, experienced and welcoming team.

I enclose a job description and person specification which I hope you will find helpful if you decide to apply for this position.

The closing date for the application is **12 noon on Thursday 27 November 2025.**

If shortlisted, **interviews will be held the morning of Thursday 4 December 2025.**

Please complete and return your application and covering letter to Kerry Miller, HR Administrator either by post or email [kmiller@wbvs.co.uk](mailto:kmiller@wbvs.co.uk) soon as possible. We would prefer applications by email. Please note that a CV will not be accepted.

For more information about this role please email Rob Gascoigne, Catering Manager on [rgascoigne@wbvs.co.uk](mailto:rgascoigne@wbvs.co.uk) or 01509 557560 ext 108.

I fully appreciate the time and effort required in completing an application and whatever the outcome of this particular process, I thank you for your interest in working at Woodbrook Vale School and wish you every success with your future career aspirations.

I look forward to receiving your application.

Kind regards

Rachael Fraser  
Headteacher



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Company Registration No: 7671486

