

Common Rood Bar Steward

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 840 boarding and 280 day pupils, with 260 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 600. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The Staff Common Room is situated on Milton Road; it is a place where staff can relax and meet formally and informally.

The purpose of the role is to oversee all bar operations. This includes providing a welcoming service behind the bar serving alcoholic and non-alcoholic drinks, monitoring products and stock control, ensuring all service standards are met and that the School complies with the Licensing Act 2003.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.



About the department

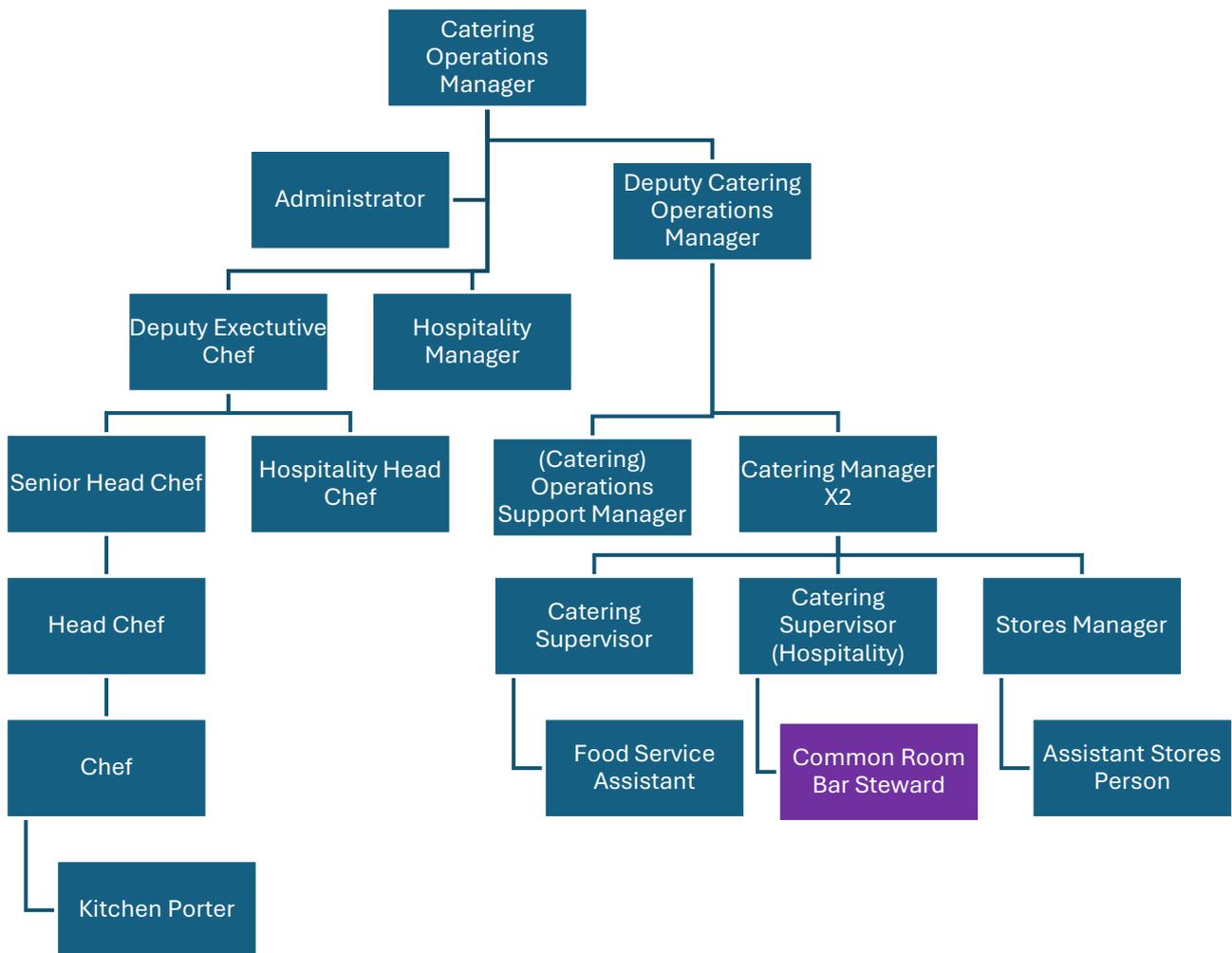
The Catering Department consists of approximately 110 staff who support all internal dining for 14 boarding houses (either in house or in joint dining rooms), the senior day house and the junior school, all hospitality events and the catering requirements for the external Lets business during School holiday periods. There is also an expectation that shifts should be altered to oversee service in the evenings and outside of normal service periods.

The working pattern for most Catering staff is organised over a two-week rota, with every other weekend off. Some split shifts are required. All applicants must therefore be able to work weekends, and some split shifts.

The purpose of the role is to provide a catering service of the highest standard at all times for pupils, staff and visitors within the School. This is a hands-on working role, taking on the responsibility for the supervision and training of eight to nine Food Service Assistants / Front of House staff.

About the role

The role of Bar Steward falls in the Catering Department line management structure as follows:



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

Customer service and bar management

- Provide a welcoming atmosphere in the Common Bar at all times
- Make accurate recommendations and answering questions from customers relating to drinks
- Take orders from the customers.
- Check glassware for streaks or cloudiness.
- Wipe down bar counters, stools, tables and chairs within the Common Room area.
- Inspect lemons, limes and other garnishes for freshness.
- Fill ice well by using cleaned, sterilized buckets.
- Clear beer lines by draining a few ounces from each tap.
- Inspect cabinets and refrigerators and restock as needed ensuring a proper rotation system is in place.

Compliance with legislation and policy

- Endeavour to ensure that customers do not get into problems related to excessive drinking
- Check the age of customers to ensure each customer is eligible to take the drink they ordered
- Observe a customer to know when to stop giving further drinks
- Ensure the bar area and the contents are locked and secure when not in attendance.
- Ensure all activities are within the legislation of the Licencing Act 2003.
- Ensure strict compliance to relevant health, safety, and hygiene standards and policies including statutory legislation for COSHH, Food Handling, Health and Safety at Work and Retail Sale of Alcohol
- Lay down clean floor mats, and make sure bins are lined.
- Always use hot water to wash bar glassware.
- Stock detergent and sanitising solution close by sinks.
- Let clean glassware drain and air-dry before racking.
- Dust and rotate clean glasses on shelves and in racks.
- Remove and dust display bottles and wipe down shelving and adjacent walls.
- Flush and sanitise beer lines regularly to eliminate yeast residue.
- Empty and clean reach-in condensation trays, and clean grills.
- Clean reach-in door gasket seals and inspect for cracks and wear.
- Sweep and mop under equipment, and dust hard-to-reach surfaces.
- Maintain the cellar area in line with the appropriate and necessary policy and procedure
- Report any faults or maintenance issues in a timely manner as per School procedures.

Finance

- Facilitate payments by customers via point of sales or any other means of transaction
- Prepare receipts for customers and keep records for the finance department as requested, ensuring staff personal bar accounts are processed appropriately
- Keep an accurate record of drinks into the register system
- Ensure adherence to cash management procedures as determined by the finance department

- Balance accounts and stock at the beginning and end of every shift including through use of the PDQ machine and z-reading process
- Restock the bar as and when due keeping accurate records of stocks held
- Undertake a monthly stock take in line with the rest of the catering department, reporting results to the finance department
- Work with your line manager to monitor and control budget for the beverage unit/bar
- Check stock is correctly rotated and stored to reduce wastage
- Liaise with suppliers and sales representatives as appropriate
- Make certain all deliveries are checked in correctly and documentation is correct.

General Catering Assistant Duties

- Provide food service to pupils and staff to an excellent standard of politeness and efficiency.
- Complete systems and procedures in all food production and storage areas and under instruction, to monitor and maintain the standards of the food served.
- Seek out and be aware of your duties throughout the day, especially during service periods to ensure that service runs as smoothly as possible.
- Take part in cleaning the kitchen and ancillary areas throughout the day to ensure they are kept spotlessly clean.
- Be aware of and work towards compliance with the National Boarding School Standards which sets out the standards which promote and safeguard the welfare of all boarders.
- Act at all times consistently with Oundle School requirements relating to their Safeguarding policy and related procedures and standards of behaviour as required by KCSIE 2023 and Annex.
- Act in accordance with the principles of Inclusion, Equality and Diversity.
- Ensure compliance with the School's Health and Safety policies and requirements.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Personal Licence (or demonstrates commitment to achieving this within the probationary period).	✓	
GCSE-standard Maths and English at Grades A–C (or 4–9) or equivalent <i>(or demonstrable literacy and numeracy skills sufficient for accurate cash handling, stock reconciliation and clear written & verbal communication)</i>	✓	
Level 2 Award for Food Safety		✓
Basic COSHH Qualification		✓
First Aid Qualification		✓
Basic Manual Handling		✓
Skills & Experience	Essential	Desirable
Previous Experience working in a bar environment	✓	
Customer service skills, with the ability to provide a welcoming and professional experience to staff and visitors.	✓	
Good written and verbal communication skills	✓	
Management of stock taking and reconciliation		✓
Management of POS systems		✓
Management of a beer cellar and associated equipment		✓
Personal qualities	Essential	
Good interpersonal skills	✓	
Work under own initiative	✓	
High standards of cleanliness and tidiness	✓	
Good sense of humour	✓	

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** March 2026, subject to clearance of pre-employment checks (typically 4-6 weeks) and notice period.
- **Contract:** Permanent
- **Working weeks:** This role is to work Term time plus 17, which is 36.4 weeks per annum (paid for 41.33 weeks, to include entitlement to holiday pay).
- **Hours of work:** 20 paid hours per week over three evenings, comprising Common Room Bar opening hours, plus additional hours to open/close the bar, ordering stock, cleaning and other Catering department tasks, as required. All meal breaks are non-working hours and unpaid.
- **Salary:** £10,506 pro rata, £26,436 FTE. You will be paid each month through the year.
- **Holidays:** 24 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is on Friday 13th March 2026, 9am
Interview date will be agreed with shortlisted candidates

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193