



Apprentice Catering Assistant Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Zoe Richards

Head Teacher



Parkgate Primary School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.

OPENING THE GATE TO SUCCESS

▼ Job Details

JOB TITLE	APPRENTICE CATERING ASSISTANT
OPPORTUNITY	<p>We are looking to appoint a motivated and enthusiastic Apprentice Catering Assistant to join our Team. You will support the provision of an efficient and effective catering service to the school site. The kitchen is a busy operation and is responsible for delivering high quality food from scratch providing breakfast, lunch and buffets.</p> <p>If you are at the start of your career, looking to change career or gain hands-on experience in a new sector, an apprenticeship could be the perfect fit. You will gain the support, knowledge and experiences needed to successfully complete a 15 month Apprenticeship. We welcome applications from individuals from all educational backgrounds. Please see the Education and Qualifications section in the person specification for further information.</p>
REPORTING TO	Catering Manager
LOCATION	Based at Parkgate Primary School with a requirement to travel to work at or for schools in the Trust.
SALARY/HOURS	<p>National Apprenticeship Wage; 37 hours per week, 38 weeks per annum Mon – Thu: 7.15 am to 3.15 pm, Fri 7.15 am to 2.45 pm (Half an hour lunch unpaid on each day)</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>



Job Details

Job Purpose:

To work as part of a team in a busy canteen environment. Be able to support with deliveries and demonstrate good customer service.

Key Functions

- Support school policies, routines and codes of conduct and to support the ethos of the school
- Be a team player with strong communication skills
- Be enthusiastic and optimistic in your approach to personal development
- Demonstrate good attention to detail and the ability to follow processes.

Main duties and responsibilities:

- Support with the setting up service counters, serving food and clear down of area afterwards within the main dining hall area
- Support with the cleaning of all crockery, cutlery and service utensils within the plate room area
- Contribute towards the delivery of hospitality and events around site including the set-up, service and clear down as required
- Present a smart, professional appearance and good personal hygiene
- Maintain standards of safety and hygiene per legislation and other statutory requirements
- Be aware of Health & Safety and Safeguarding policies to ensure adherence.
- Have a flexible approach to work and willingness to learn new tasks.

Professional Development

- Maintain personal professional development throughout your apprenticeship.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



PARKGATE



Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none">GCSE Maths and English (Grade 4 and above)	<ul style="list-style-type: none">First Aid trained	Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none">Self-motivated with good organisational skillsAbility to work in a time bound environmentGood attention to detailAble to work effectively both independently and as part of a teamAble to follow processes in order to prepare, assemble and cook dishes using a range kitchen equipmentAble to follow the school's safeguarding procedures and recognise when to report any concerns		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE		<ul style="list-style-type: none"> Experience of working in a kitchen environment 	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Throughout the apprenticeship you will receive training in kitchen operations. 		Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> A professional role model who is committed to their own professional development Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. Able to work calmly under pressure and withstand stress A flexible approach to working hours 		Application Form Interview



How to apply

Closing date:

Wednesday 18th February 2026

Interviews:

tbc

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturestrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturestrust.org.uk/work-with-us/recruitment-pack

- Parkgate Primary Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.